

University of Hawai‘i
WHAT TO DO FOR WORK-RELATED INJURY/ILLNESS

- You need to immediately notify your supervisor or your Human Resources (HR) office about your injury/illness, if you will be seeking medical attention beyond basic first aid, and intend to file for workers' compensation (WC). You must provide complete and accurate information, including outside (non-University) employment and prior similar injury/illness. You must obtain and submit the following forms to the Workers' Compensation Coordinator (WC Coordinator) in your college HR office:
 - UH Form 79 (ORM), Report of Work-Related Injury/Illness - Section I
 - UH Form 41 (ORM), Sick/Vacation Pay During Receipt of Workers' Compensation Disability Benefits (If you do not complete and submit this form, you will be placed on LWOP - Industrial Injury and receive only wage loss benefits, as applicable)
- Have your medical providers submit billings and reports directly to:
 - For Injuries February 1, 2001 through June 30, 2007:
First Insurance Company of Hawai‘i, Ltd.
P.O. Box 2866
Honolulu, HI 96803
 - For All Other Injuries:
TRISTAR Claims Management Services
P.O. Box 2805
Clinton, IA 52733-2805
- If you are unable to return to work, you are responsible for immediately providing your supervisor or WC Coordinator with a certificate of disability from your attending physician for each period of disability and for notifying your supervisor or WC Coordinator of the estimated date of return to work as soon as the attending physician releases you back to work. Supervisors must immediately forward any certificates of disability received from injured employees to the WC Coordinator.
- In accordance with Section 386-31, HRS, Total Disability, there is a statutory three (3) calendar days wait period during which Workers' Compensation wage replacement benefits are not paid. You need to submit a leave request via the UH On-Line Leave System or your WC Coordinator in your college HR office to request sick and/or vacation leave or leave without pay (LWOP) to cover your absence from work for the statutory wait period days.
- If you will be absent from work due to your work-related injury/illness, account for your absence as sick/vacation leave or leave without pay. For a case that requires additional review before determination of compensability, you will need to similarly account for your absence during the period for which you are not yet receiving wage replacement benefits.
- If your claim is deemed compensable and you require time-off during working hours for medical treatment, submit a completed UH Form 83 (ORM), Time-Off for Treatment of Work-Related Injury/Illness via your supervisor to be forwarded to your WC Coordinator.
- You may select any physician who is practicing on the island where you legally reside for treatment of your injury/illness to be your first choice physician. However, should you decide to change to another physician, you must:
 - inform your physician and claim adjuster, **prior to making a first change**, of your desire to change and furnish both with the name of the selected physician.
 - receive the approval of the claim adjuster or the Director of Labor, upon application and justification, **prior to making any subsequent change** after the first change.

Note: The TPA/IC may also appoint a physician of its choice, for purpose of examination.

- Read the copy of the "Highlights of the Hawai‘i Workers' Compensation Law" brochure provided by your WC Coordinator.
- Notify your WC Coordinator and the TPA/IC of any change in your mailing address or phone number; failure to do so may delay receipt of benefits.