TO: All SWOSU Employees

FROM: Human Resources & SWOSU Department of Public Safety (SWOSU Campus Police)

SUBJECT: Employees Health & Safety

Protecting the health and safety of all employees is a priority of SWOSU. In direct relation to this concern, a program has been implemented to better understand the causes of injury in the workplace. It is the intention of this program to prevent unnecessary accidents and ensuing injuries.

The steps listed below should be followed when injuries occur:

1) The Department of Public Safety should be notified immediately. (580-774-3111 or 580-774-3103)
2) A detailed investigation of the accident will then be conducted by the Department of Public Safety.
3) The supervisor of the injured employee will assist in the investigation.
4) Proper forms will be filled out by the supervisor, the investigator and, when able, the injured employee within 24 hours of the injury or the next scheduled working day.
5) Prior to reporting to work from a loss time injury or illness, the employee must meet and receive clearance from the Department of Public Safety and/or Human Resources. A doctor's "Return to Work Release" should be brought to this meeting.

Following the accident investigation, the supervisor and the investigator will decide changes in procedures to prevent future accidents of the same type.

Your cooperation in this program will not only be appreciated by this office, but by the SWOSU employees this program was designed to protect.

Sincerely,

Joanne Chain
SWOSU Department of Public Safety

NOTE: To be sure all bills related to this injury are taken care of in a timely manner. Please advise treatment providers that this is a Workers Comp injury and all bills should be sent to: SWOSU Department of Public Safety c/o Joanne Chain, 100 Campus Drive, Weatherford, OK 73096-3098.

Employer's First Report of Injury Form (FROI)

Submit form to: Consolidated Benefits Resources
PO Box 1530
Tulsa, OK 74101
Email: newclaim@cbremail.com
Fax: 918-594-5171 of (888) 594-5171
www.CBRCloud.com

Employee Information

Full Name of Employee- Last, First, Middle		Date of Birth	Sex
Complete Mailing Address (include, city, state, zip code)		Employee ID	
Mobile Telephone Number	Work Telephone Number	Employee SSN	
Occupation/Job Title	Job Description	NCCI Class Code	Length of Employment: Years: Months: Date of Hire:
Organization/Location	Department/Division	Average Weekly Wage	

Employer/Insurance Information

Employer Name Southwestern Oklahoma State University				Federal Tax ID#	Telephone Number 580-774-3103
Address 100 Campus Drive	City Weatherford	State OK	Zip 73096	Type of Ownership: State Gov't Private County Gov't	
Type of Business (Example: manufacturing, food service, construction) University					NAICS Number
Employer's Insurance Carrier/Own Risk Group Consolidated Benefits Resources		Policy/Self-Insured Number 03536162 23 1		Policy Period 7/1/2023-6/30/2024	
Address PO Box 581630	City Tulsa	State OK	Zip 74158	Telephone Number 918-594-5170	

Injury Details

Date of accident/last exposure	Time of accident/last exposure	Time workday began
Injury Resulted from: Single Incident Cumulative Trauma Occupational Disease		Did the employee die? If yes, on what date?
Date Employer notified	Place of Accident/Occurrence City County State Zip Code	Does employee participate in a certified workplace medical plan: If yes, name of CWMP:
Last Date employee worked	Has employee returned to work? If yes, on what date?	OSHA Recordable? If so Log Case Number:

Nature of Injury/Illness

Identify part(s) of body involved in injury/illness

Describe activities when injury occurred with details on how event occurred. Include object or substance which directly injured the employee.

Full Name and address of treating physician (please be complete)

Additional Information/Comments:

Signature of Preparer:_____ Date:

Name and Title of Preparer (Please Print):

INVESTIGATOR

MEDICAL CARE AUTHORIZATION FORM

Approved First Responder Facility

XPRESS WELLNESS
580-772-2820
1303 N. Washington, Weatherford, OK 73096

CONVENIENT CARE
580-816-4050
3701 E. Main, Weatherford, OK 73096

WEATHERFORD REGIONAL HOSPITAL-ER
580-772-5511
3701 E. Main, Weatherford, OK 73096

After Hours

WEATHERFORD REGIONAL HOSPITAL-ER
580-772-5511
3701 E. Main, Weatherford, OK 73096

TO BE COMPLETED BY EMPLOYER

Employee Name _____

Nature of Injury _____ Body Part(s) _____

Date of Injury _____ Time of Injury _____

Authorized Personnel Signature _____ Date: _____

Title: _____ Employer:

TO BE COMPLETED BY PHYSICIAN

Diagnosis

Treatment _____

☐ Post accident drug screen performed? Yes/ No _____

☐ O.K. to return to regular duty on _____

☐ Return to see me on _____

☐ O.K. to work light duty beginning _____

with the following limitations _____

(Note: It is the philosophy of this company to provide modified duty work when possible.)

☐ Unable to return to work until _____

I declare under penalty of perjury that I have examined all statements contained herein, and to the best of my knowledge and belief, they are correct and complete.

Physician's signature _____ Date: _____

This authorization applies to initial evaluation only. Any subsequent treatment, diagnostics, DME's or referrals need to be preauthorized by Consolidated Benefits Resources.

Notice Prescriptions: If prescriptions are appropriate, please give the patient a written prescription. Prepackaged prescriptions are not authorized.

PLEASE FORWARD THE COMPLETED ORIGINAL FORM AND YOUR BILL

CONSOLIDATED BENEFITS RESOURCES
Post Office Box 1530
Tulsa, Oklahoma 74101
918.594.5170 *telephone*
800.826.0419 *toll free telephone*
918.594.5171 *facsimile*
888.594.5171 *toll free facsimile*

Healthesystems Injured Worker First Fill Prescription Form

Instructions for: Employer*

Please complete this form before providing to Injured Worker.

*Last Name, First Name:	
*Date of Injury:	*Date of Birth:
*Employer Name: SOUTHWESTERN OKLAHOMA STATE UNIVERSITY	

*Required Information

Instructions for: Injured Workers*

To fill your initial (first) prescriptions for a workers' compensation injury, follow these easy steps:

1. Present this form within 15 days of the date you were injured.
2. Locate a participating pharmacy closest to you. For assistance use the following tools:
   - Call: 1.800.758.5779
   - Visit: www.healthesystems.com and click on "Pharmacy Search" located under the "Pharmacy Tools button"
   - A sample listing of pharmacies are provided at the bottom of *this form*

**For new injuries only*

Instructions for: Pharmacists

Your pharmacy has contracted to participate in the Healthesystems Pharmacy Network. To dispense the patient's first-fill for their workers' compensation prescription:

- Indicate that this is a new workers' comp injury; do not process under an existing injury
- Call the Healthesystems Customer Service Center: 1.800.758.5779
- Process using the Member ID # provided by Healthesystems

Prescription Processing Information:

Transmit prescription using the following.

Healthesystems Customer Service Center phone number: **1.800.758.5779** (press 1 for retail pharmacy option)		
BIN: **012874**	Carrier/Customer ID: ***Consolidated Benefits Resources/6000CBRS***	* Member ID: *(provided by Healthesystems CSC representative)*

*Required Information

Healthesystems Pharmacy Network

Bi-Lo Pharmacy	Homeland Pharmacy	Medicine Shoppe	Rexall Drug	Tyler Drug
Buy For Less Pharmacy	Hutton Pharmacy, Inc	Osborn Drugs	Rite Aid	Walgreens
Costco Pharmacy	Kmart	Pharmacy Solutions, LLC	Sam's Club	Wal-Mart
CVS Pharmacy	Lassiter Drug	Pharmcare OK Inc	Spoon Drugs Inc	Winn Dixie Pharmacy
Drug Warehouse	Mays	Pyramid Pharmacy	T M Pharmacy Inc	Western Oaks Pharmacy
Fountain Park Pharmacy	Med-X Drug	Ralphs Pharmacy	Target	Westview Pharmacy
Harrison Discount Drug	Medicap Pharmacy	Reasors Pharmacy	The Apothecary	

Call 1.800.758.5779 or visit www.healthesystems.com to see a full list of network pharmacies.

The injured Worker, in many states, has the free, full and absolute choice in the selection of a pharmacy or pharmacist. The above information is provided if the injured worker needs assistance in locating a pharmacy.

Consent for Release of Protected Health Information

I, _____(Circle) Patient, Parent, Guardian, legal custodian of:

_____ **DOB: _____/_____/_____**
(NAME OF PATIENT)

authorize the use or disclosure of the Protected Health Information described below to be provided to or obtained by the following:

Name of individual/company to receive PHI:

Workers' Compensation Claims
Consolidated Benefits Resources
P.O. Box 1530
Tulsa, Oklahoma 74101

Name of individual/company to disclose PHI:

_____

_____

Information authorized for use or disclosure, or to be obtained:

- ☒ All medical information concerning this patient.
- ☐ Medical information of this patient compiled between the dates of _____and _____.
- ☐ Only:_____

The information will be obtained, used and/or disclosed for the following purpose(s) only:

☐ Insurance ☐ Continued treatment ☐ Legal ☐ At the request of the patient or patient's representative
☐ Workers' Compensation Benefits ☐ Other (specify) _____

I understand:

- I may revoke this authorization at any time, in writing, except revocation will not apply to information already used or disclosed in response to this authorization. I may revoke this document by presenting my written revocation to the Claims Manager of Consolidated Benefits Resources.
- I release the entities listed above, their agents and employees from any liability in connection with the use or disclosure of the protected health information covered by this authorization. The entity authorized to disclose the information will be compensated by the recipient for the disclosure, except for the cost of copying and mailing as permitted by law.
- Information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer protected by federal law. However, the recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse confidentiality requirements.
- I have the right to inspect the health information to be released and I may refuse to sign this authorization.
- Unless the purpose of this authorization is to determine payment of a claim for benefits, the requesting entity will not condition the provision of treatment or payment for my care on my signing this authorization.

The information I authorize for release may include records which may indicate the presence of a communicable or noncommunicable disease, or venereal disease which may include, but is not limited to, diseases such as hepatitis, syphilis, gonorrhea, and the human immunodeficiency virus, also known as acquired immune deficiency syndrome (AIDS). I further understand that my medical information may indicate that I have been treated for psychological or psychiatric conditions or substance abuse.

_____
Signature of Patient or Representative **Date**

_____
Representative's Relation to Patient

_____
Signature of Witness **Date**

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
Employer

100 CAMPUS DRIVE, WEATHERFORD, OK 73096
Employer Address

_____
Date Authorization expires.

Notice of Rights: Information in your medical records that you have or may have a communicable or noncommunicable disease or venereal disease is made confidential by law and cannot be disclosed without your permission except in limited circumstances including disclosure to persons who have risk exposures, disclosure pursuant to order of a court or the Department of Health, disclosure among health care providers or disclosure for statistical or epidemiological purposes. When such information is disclosed, it cannot contain information from which you could be identified unless disclosure of that identifying information is authorized by you, or by an order of a court or the Department of Health.

A COPY IS AUTHORIZED AS AN ORIGINAL

Occupational Injury or Illness **Supervisor** Report

The accident should be investigated by the supervisor of the injured employee or department involved. It should be completed as soon as possible to obtain the most accurate information.

Date of Injury:	Date Reported:	Employer Name: SOUTHWESTERN OKLAHOMA STATE UNIVERSITY
Name of Employee:	Occupational Title:	
Time Work Shift Began: AM/PM	Time Accident Occurred: AM/PM	Day of week M T W TH F S SU
Location:		

Injury Type (Circle)

Foreign Body in Eye	Animal, Insect, Human Bite	Fracture	Burn (Chem, Liquid, Electrical)
Cut/Puncture	Hernia/ Rupture	Amputation	Exposure (Blood/ Body Fluid)
Abrasion/Scratches	Heart Attack/Stroke	Sprain/Strain	Skin Irritation/ Dermatitis
Bruise/Contusion/Crushing	Hearing Impairment	Death	Other
Concussion/ Loss of	Exposure (Chem. Temp. Elect)		

Injury Cause (Circle)

Struck by/ Against Object	Caught in/Under/ Between	Jumping or Climbing	Animal, Insect, Human
Fall-Same Level, Different Level	Pushing/Pulling/ Lifting/ Carrying	Noise	Repetitive Motion/Trauma
Hot Object, Substance or Fire	Vehicle Accident/ Struck by Vehicle	Slipping/Tripping	Other

Was injury caused by another person, faulty/broken equipment, a vehicle?	Yes	No	

If yes, explain:

Body Part Injured (Circle)

Head/Neck/Face/Mouth	Wrist L / R	Hips/ Buttocks	Arm L / R	Elbow L / R
Eye L / R	Hand L / R	Fingers L / R Digit:	Pelvis/ Groin	Shoulder L / R
Ear L / R	Back (Upper Lower)	Knee L / R	Ankle L / R	Foot L / R
Leg (Thigh Calf)	Toes L / R Digit:	Respiratory	Other	No Physical Injury

Chest/Abdomen Including internal organs

First Aid or Medical Treatment

Was first aid given?	Yes	No	If yes, by whom:

Was medical treatment required by a physician or hospital?	Yes	No	Physician/ Hosp Name, Address, and telephone number:

As a result of your investigation, what do you believe occurred and why?

From your investigation is the validity of the accident in doubt?	Yes	No	If yes, explain why.

Was a third party at fault? If yes, explain

Were there any witnesses? If yes, please list and have witness complete attached form

Name	**Address**	**Phone**	**Date**

Supervisor's Signature:	**Date:**

WITNESS/CO-WORKERS STATEMENT

I, _____ was present at the time that employee

_____was reported to have received an on-the-job injury.

I did _____did not _____witness the injury that occurred.

The following is a brief description of what I observed on _____ at approximately _____a.m./p.m.

I declare under penalty of perjury that I have examined all statements contained herein, and to the best of my knowledge and belief, that they are correct and complete.

_____

Witness Date

_____

Employer

Send Original To:
CONSOLIDATED BENEFITS RESOURCES
Post Office
Box 1530
Tulsa,
Oklahoma
74101
918.594.5170 *telephone*
918.594.5171 *facsimile*

Any person who commits workers' compensation fraud, upon conviction, shall be guilty of a felony.

Occupational Injury or Illness **Employee** Report

It should be completed as soon as possible to obtain the most accurate information.

Employee Name:	Employer: SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

Explanation of injury (How, When, Where)

Date you first noticed the pain?	Did this pain develop gradually?	Or suddenly?

If the pain developed suddenly, exactly what were you doing when the pain was felt?

If nothing unusual or unexpected happened, what do you think caused the pain?

List body parts injured:

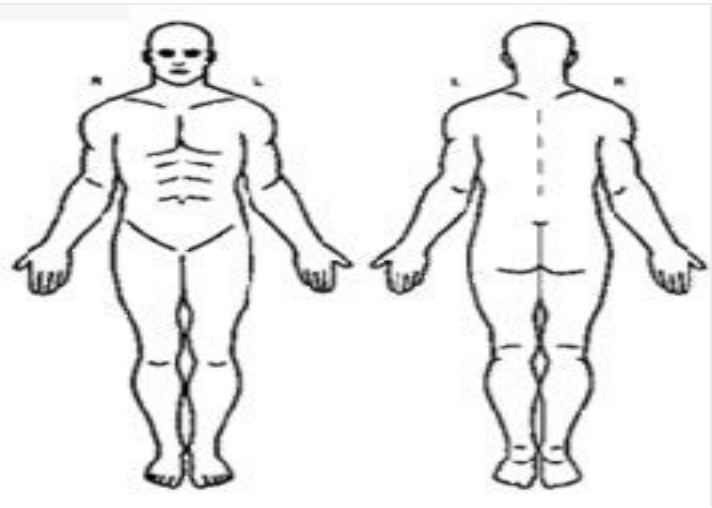
Have you discussed this pain with anyone at work? If yes, with whom and when? Yes No

Have you had any recent non-work-related injuries/illnesses? If yes, please list: Yes No

If the above answer is yes, what was the problem, when did it occur, and what (if any) medical treatment did you

Show part(s) of the body injured, noting the longevity, type and degree of pain.

On the diagram below, indicate the location, description, and level of pain you are experiencing at this time. Example: **"A-6= Ache- Severe pain"**



A = Ache	**B** =Burning	**P** = Pins & Needles
N = Numbness	**S** = Stabbing	**O** = Other

Note level of pain:

0	No Pain
1	Mild pain, you are aware of it, but it doesn't bother you
2	Moderate pain that requires medication to tolerate the pain.
3	More severe pain
4	Severe pain
5	Intensely severe pain
6	Most severe pain, unbearable

Was medical treatment away from the job site offered?

Yes No

If treatment was offered, but declined, please sign:

Have you ever received medical treatment for the injured body part(s) listed above? If so, please note the date and physician/hospital where treatment was rendered.	Yes	No	

I declare under penalty of perjury that I have examined all statements contained herein, and to the best of my knowledge and belief they are correct and complete.

Employee Name (Print): **Date of Birth:**

Employee Signature: **Date:**

INJURED

Mandatory Medicare Reporting/Child Support Lien Requirement

******* Please complete this form with each report of injury*******

Medicare now requires mandatory reporting of Workers' Compensation claims. The purpose of the reporting process is to enable Centers for Medicare & Medicaid Services (CMS) to correctly pay for the health insurance of Medicare beneficiaries by determining primary versus secondary payer.

To be completed by the employee (Please print)

Date:

Injured Worker Name: _____

(Name as it appears on your social security card)

Date of Birth _____

Dear Injured Worker, please provide an answer to the following questions:

YES	NO	
		Are you currently on SSDI? (Social Security Disability)
		Have you ever applied for SSDI?
		Do you anticipate filing for SSDI within the next 30 months?
		Are you a Medicare beneficiary?
		Have you or are you currently participating in a Medicare Advantage Plan? (This is a Medicare supplement product purchased from a private carrier such as Humana, Blue Cross Blue Shield etc.) **If so, name of Carrier: _____**
		Do you anticipate filing for Medicare benefits in the next 30 months?
		If you are on Medicare, What is your Medicare Beneficiary Identifier Number (MBI)?_____
		Are you in End Stage Renal Disease?
		Do you have a Child Support Lien against you? If so, Which State? _____

_____

Signature of Injured Worker Date

PLEASE FORWARD THE COMPLETED FORM TO:

CONSOLIDATED BENEFITS RESOURCES
Post Office Box 1530
Tulsa, Oklahoma 74101
918.594.5170 *telephone*
918.594.5171 *facsimile*

Workers' Compensation-Sick/Annual Accrued Leave Election Form

The Educational Institution shall provide the benefits established under the Workers' Compensation Code to all educational institution employees who are injured in on-the-job accidents. All regular employees who are injured in on-the-job accidents shall receive statutory benefits including medical expenses, temporary compensation and benefits for permanent disability or death and are allowed to make an election to supplement their temporary compensation.

I suffered an on-the-job injury on (month, day, year) _____ , while working for the educational institution. As a result of the injury, I acknowledge that I am entitled to receive temporary disability compensation according to the Workers' Compensation Code of Oklahoma. I further understand that I am entitled to receive such compensation for a period of time as may be provided for by law. I have accumulated certain sick leave/personal leave benefits, because of my employment, which are available to me when I am unable to work because of illness or injury.

Place an "X" in the appropriate option(s) below

Mark One: Certified Support Personnel

1. ☐ I am electing to have my workers' compensation benefits supplemented by deducting a pro-rated portion from my accrued sick/personal leave time.

   Number of days (To be filled in by a Human Resources representative)

   I understand that by choosing to be paid my accrued sick leave/personal leave in addition to the temporary disability provided by law, I will be paid my sick leave/personal leave on a pro-rated basis to the extent that I will receive my full wages until I return to work or the number of sick leave/personal leave days I have are exhausted. I understand that after the number of specified sick leave/personal leave days are exhausted, I will receive temporary disability compensation for a period of time as may be provided for by law. I understand that my accrued sick leave/personal leave benefits will be decreased on a prorated basis by those days I use as a result of making this election.

2. ☐ I am electing to be paid for the waiting period by deducting ____days of wages from my sick/personal accrued leave time

   Under the Workers' Compensation Code, temporary benefits begin the **fourth** day off work due to an on-the-job injury. The first three calendar days are considered a waiting period during which time temporary benefits are not paid, but I request that I be paid my accrued but unused sick leave/personal leave to cover these ____days.

(Note: if you are electing to be paid a supplement to your weekly workers' compensation benefits; and also, to be paid for the waiting period, you must mark your election to both numbers 1 & 2.)

3. ☐ I do not authorize the use any of my accrued sick leave/personal leave benefits while I am off work due to my on-the-job injury. I will be paid only the Workers' Compensation benefits allowed by law.

Name _____
Last First Middle

Address _____
Number and Street City State Zip Code

Institution: SWOSU Department _____ Job Title _____

_____
Signature of Employee Date

Witness: _____
Institution Representative