



# Workers' Compensation Guidelines

Williamson County Government  
Williamson County Board of Education  
Williamson County Volunteer Firefighters

Prepared By:

Williamson County Government  
Risk Management Division  
1320 West Main Street, Suite 108  
Franklin, Tennessee 37064

Section I Employee Guidelines

1.1 What Is An Injury?

An injury or illness must occur by an accident which arises out of and in the course of employment which causes either disability or death and includes occupational diseases which arise out of and in the course of employment. "Arising out of employment" refers to the origin of the injury and "in the course of employment" refers to the time, place and circumstance. Both situations must be present for the injury or illness to be compensable under Workers' Compensation coverage.

1.2 When To Report An Injury

If an injury or illness occurs from a job related incident, the employee if possible should immediately notify their supervisor and either the supervisor or the employee should notify Risk Management. (Contact information in Section VI.) If the employee is unable to notify their supervisor, a co-worker may inform their supervisor at his/her earliest knowledge of the situation. The injury should be reported within 8 hours if possible, but in any event, the injury must be reported within fifteen (15) days from the first manifestation of injury or illness.

1.3 When Medical Assistance Is Needed

If an injury or illness suffered by the employee requires non-emergency medical treatment or attention, the employee must choose from the Panel of Physicians made available to the employee by the employer. This selection is made through the use of Form C-42 and submitted along with the First Report of Work Injury. In order for the injury and medical expenses subsequent to the injury or illness to be compensable, the employee must seek treatment or attention from the medical care provider indicated when completing Form C-42. Exceptions must be confirmed with Risk Management.

1.4 When Medical Assistance Is Not Needed

Even if medical assistance is not needed, the employee must still notify his/her supervisor of the injury or illness and complete the First Report of Work Injury Form.

1.5 When a Physician Outside The Panel Is Required

If the Panel of Physicians or Williamson Medical Center cannot provide the necessary medical treatment or attention, the attending physician will refer the employee to another medical facility or physician. The employee should not seek medical treatment or assistance outside the Panel without a referral, except in an emergency situation. (Refer to Section II, Item 2.2 for emergency treatment instructions)

Williamson Medical Center

4321 Carothers Parkway  
Franklin, Tennessee 37067

Facility Hours: 24 / 7

Vanderbilt (Walk-In) Health Services

919 Murfreesboro Road  
Franklin, Tennessee 37064

Office Hours: Mon – Fri 8:00am – 8:00pm  
Sat & Sun 8:00am – 5:00pm

3098 Campbell Station Parkway  
Spring Hill, Tennessee 37174

Office Hours: Mon – Fri 7:30am – 7:30pm  
Sat & Sun 8:00am – 5:00pm

1834 W. McEwen Drive, Suite 110  
Franklin, Tennessee 37067

Office Hours: Mon – Fri 7:30am – 7:30pm  
Sat & Sun 8:00am – 5:00pm

Elite Sports Medicine & Orthopaedic Center

D1 Medical Office Building  
7105 South Springs Drive, Ste 100  
Franklin, TN 37067

Dr. Jeffrey Willers  
Dr. Thomas Dovan  
Dr. Chris Glattes

Tennessee Orthopaedic Alliance

Williamson Medical Center  
Williamson Tower  
4323 Carothers Parkway, Suite 600  
Franklin, TN 37067

Dr. Bartley McGehee, III

Vanderbilt Orthopaedic Group

324 Cool Springs Boulevard  
Franklin, TN 37067

Dr. Paul Rummo

Vanderbilt Bone and Joint Clinic

206 Bedford Way  
Franklin, Tennessee 37064

Dr. Todd Wurth  
Dr. James Fiechtl  
Dr. Scott Arthur

Vanderbilt Bone and Joint Clinic

302 Royal Oaks Boulevard  
Franklin, TN 37064

Dr. John Klekamp  
Dr. Geoffrey Watson

## 1.7 How Do I Fill a Prescription?

*When an employee has filed a First Report of Injury and seeks medical attention they will be given a Workers' Compensation Temporary Prescription ID Card by the designated person at their work location. If a prescription is written for the injury, take the Temporary Card to any pharmacy on the back of the card and the prescription will be filled and billed to Williamson County Risk Management. This card will cover a 14 day fill for prescriptions. If necessary, a permanent card will be requested by Williamson County Risk Management for future prescriptions. **You must not use a personal healthcare prescription card; this is reserved only for use with personal healthcare medical services, unrelated to Workers' Compensation benefits.***

## Section II Employer Guidelines

### 2.1 Providing Physicians

The employer is required to provide a panel of at least three (3) physicians to the employee, from which he or she may seek medical treatment or attention. Failure to do so may result in the employer paying the employee's medical expenses from a non panel physician. Should the employer provide the panel of three (3) physicians and the employee chooses to go outside the panel for medical treatment or attention; the employee may be responsible for payment of these expenses.

### 2.2 Injury or Illness Requiring Emergency Care

When the employee's injury or illness requires emergency medical treatment or attention, the employer must use any/all reasonable efforts to provide this medical treatment or attention to the employee. Serious injuries include, but are not limited to unconsciousness, shock, profuse bleeding, broken bones or severe burns. 24 hour emergency medical treatment and attention are available at Williamson Medical Center in Franklin, Tennessee. In an emergency, call 9-1-1 for assistance. If no response from 9-1-1 call the Sheriff's Department, the Ambulance Service, the Rescue Squad or Fire Department. Prior to the arrival of professional assistance one should administer first aid only if qualified.

### 2.3 Injuries Requiring Non-Emergency Care or No Care

The employer is responsible for providing the Workers' Compensation Guidelines, which include the First Report of Work Injury to all supervisors.

### 2.4 Workers' Compensation Specialist

The employer is required to notify all employees of the Workers' Compensation specialist service provided by the Tennessee Department of Labor. These specialists may be reached at toll-free number (800) 332-2667.

### 2.5 Compliance with Statute

The employer will comply with provisions required pursuant to Tennessee Code Annotated, Title 50; Chapter 6.

### 2.6 Supervisor's Duties

#### 2.6 (a)

The supervisor has a duty to the employee to acknowledge any injury or illness reported by the employee.

#### 2.6 (b)

The supervisor has a duty to report to Risk Management any and all injuries and illnesses reported by any and all employees.

#### 2.6 (c)

The schedule of reporting an incident to Risk Management is:

1. When two (2) or fewer employees are injured the incident must be reported within a twenty-four (24) hour period from the incident; and
2. When three (3) or more employees are injured the incident must be reported within an eight (8) hour period from the incident.

#### 2.6 (d)

The supervisor has a duty to complete, or have the employee complete, the First Report of Work Injury Form and have the employee sign the report, unless the employee died in the incident. The First Report of Work Injury Form must be forwarded to Risk Management within three (3) working days of the "occurrence of the work related injury or illness."

### Section III Case Management

#### 3.1

In conjunction with a work related injury or illness you may be assigned a medical case manager. A medical case manager is a skilled professional who acts as a coordinator between the medical providers, employer and employee to ensure quality care, achieve optimum wellness and function and a successful return to work. The case manager will assess your individual needs and work in cooperation with the medical provider and Risk Management to facilitate the best possible care for you. The case manager will also work with Risk Management to assure a safe return to work with due regard to limitations related to your injury. This service is at no cost to the employee.

### Section IV Disability Benefits

#### 4.1

Weekly temporary total disability (TTD) benefits are paid by Risk Management if the authorized treating physician finds the employee is temporarily disabled from working due to the injury or illness. Compensation begins on the 8<sup>th</sup> consecutive day of disability from work following the injury or illness. The date of injury or illness and the first 7 days following is a waiting period and no benefits are payable unless the injury or illness lasts at least 14 consecutive days and is authenticated by the attending physician; then weekly temporary total disability (TTD) benefits will be calculated beginning with the day following the injury or illness. Temporary total disability benefits are based on 66 2/3 % of the employee's gross average weekly wage for the last 52 weeks worked prior to the injury or illness and are subject to the minimum and maximum benefits schedule under the State of Tennessee Workers' Compensation law.

### Section V Forms

The forms used in connection with a Workers' Compensation claim for an injury or illness arising out of or in the course of employment are available at Risk Management's Departmental webpage online at [www.williamsoncounty-tn.gov](http://www.williamsoncounty-tn.gov) or by calling Risk Management at (615) 790-5466.

- 5.1 C-20 First Report of Work Injury
- 5.2 C-42 Employee Choice of Physician

Section VI

Risk Management Contact Information

Wayne Franklin, Director  
Laura Honaker, Risk Analyst  
Kim Tomlin, Administrative Assistant

[WayneF@Williamson-tn.org](mailto:WayneF@Williamson-tn.org)  
[LauraH@Williamson-tn.org](mailto:LauraH@Williamson-tn.org)  
[KimT@Williamson-tn.org](mailto:KimT@Williamson-tn.org)

1320 West Main Street, Suite 108  
Franklin, Tennessee 37064

Office (during normal business hours)	(615) 790-5466
Office (after normal business hours)	(615) 791-6200
Request a dispatch call to Risk Management.	
Fax:	(615) 591-8519

