

Workers' Compensation

Employee's Instructions for Filing a Claim

The Commonwealth of Virginia selected MANAGED CARE INNOVATIONS (MCI) to manage the Commonwealth's workers' compensation program. To the extent granted by the Virginia Workers' Compensation Act, the MCI team coordinates the medical and disability benefits related to your claim.

To assist in this process, the program uses a Preferred Provider Organization (PPO) medical network (available at www.covwc.com). The coordinated process between the claims management, PPO, and medical management services are designed to provide the Commonwealth's employees with quality medical care and procedures to facilitate return to work as soon as medically possible.

The following are steps you should follow if you are injured on the job:

1. In the event of a medical emergency, seek medical attention immediately. 2. Report all details of the incident or injury to your supervisor. An investigation will be performed for investigation of safety prevention and claim compensability. 3. Complete all required agency forms with your supervisor.
4. You will be offered a panel of physicians. You must select a physician from the list provided.
**Please note, if you choose to go to a physician other than the panel provider, you may be responsible for the cost of the medical services.*
5. If you receive emergency care at a hospital and receive a referral for follow-up care, you must first go to a panel physician. If additional care is needed, your panel physician will provide a referral. Please present this form to your emergency care facility and/or Panel Provider for the billing information provided below.
6. This program also provides for the payment of pharmacy prescriptions by your panel physician. Your supervisor can locate the closest pharmacy to you by checking www.covwc.com, page to Pharmacy Networks, or calling First Script at 1-800-791-2080. Please take the attached First Script card to the selected pharmacy.

<p style="text-align:center">Commonwealth of Virginia <u>Workers' Compensation Injury Management</u></p> <p>Attention Panel Provider: The holder of this card has reported a Workers' Compensation claim.</p> <p><i>All billing should be sent to:</i> MANAGED CARE INNOVAIONS PO Box 1140 Richmond, VA 23208-1121</p>

**Questions? Please call Cindy Clevinger, Human Resource at 434-736-2017 or
MANAGED CARE INNOVATIONS phone 804-649-2288 fax 804-649-2435**