

Worker's Compensation Procedures and Guidelines

Upon notification of a work-related injury in your unit:

1. **Origami Risk** Incident Entry Portal URL: No login is required.

<https://live.origamirisk.com/Origami/IncidentEntry/Direct?token=moTn1T4gmzSucpRjPWLISBIYhna%2BEZfM8DJcYKUZjA2fxYtWZsSEGmSPadR8JS0FXS31Twf1BKpDooWOu6c7Dm9tu5hrx9uu7IW62wDslfElc5c7L1trKaB44vGNiWws>

2. Select the 'Submit a new incident' button to begin.

3. Data Entry.

- Provide as much detail as possible in the form.
- Required fields have a red asterisk next to the field name.
- **Very Important: Use the Lookup buttons to autofill common details and reduce data entry:**
 - Reported By Lookup – Filter the list and select your Work Email in this Employee Lookup.
 - Employee Work Location Lookup – Use the wildcard ('%' symbol) to prefix any text search (e.g. '%admin' for Administration buildings) or use in combination with the Filter By Hierarchy list on the right only search against that Member.
 - Employee Lookup – Filter by the Employee Name, Date of Birth or Work Location.
 - TAMUS Location Lookup – Filter and select the location where the incident occurred, if on TAMUS premises.
- Select the blue icon to the right of fields with additional details for tips or field definition.

4. Select the 'Complete Incident' at the top right corner of the screen to submit the incident. The system will alert you to required fields not entered.

5. Upload any image or documents to be included in the submission.

6. System Actions:

- An Email will be sent to the Employee with a Workers Compensation Healthcare Notification attached.
- The Supervisor and WC HR Liaison will receive an email with a link to this incident (informational only).

7. Log the injury on your Worker's Compensation Injury Report Log (AG-413) which is kept by Fiscal Year. At the end of each Fiscal Year, this log is to be placed into the "Work In Progress- WCI" Folder in Laserfiche.

If there has been lost time (more than the day of the injury) complete the following steps as well:

1. Have the employee complete a **Request for Paid Leave** form (RFPL). Scan a copy into the "Work In Progress-WCI" folder in Laserfiche and also FAX a copy to TAMU System Risk Management 979-458-6247. In Laserfiche, title the document by the employee's name; Last, First, Mi, and use the WCI template for information. For additional documents, title the documents with the employee's name and the title of the document.
2. Complete a **DWC-3, Employer's Wage Statement** if the employee will miss **more than 7 days** of work due to an injury. Scan into "WIP - WCI" folder in Laserfiche and also FAX a copy to TAMU System Risk Management.
3. Anytime there is a change in the employee's status, complete a **DWC-6, Supplemental Report of Injury** and Scan into "Work in Progress-WCI" folder in Laserfiche and also FAX a copy to TAMU System Risk Management

Additional Worker's Compensation Resources and Information:

- If a health care provider needs to contact the Office of Risk Management for authorization or to send a bill, provide them with the following information:
 - **Office of Risk Management and Benefits Administration**
The Texas A&M University System
John B. Connally Building
301 Tarrow, 5th Floor
College Station, Tx 77840-7896
- **TAMU System Risk Management Phone #: 979-458-6360**
- **TAMU System Risk Management Fax #: 979-458-6247**
- **TAMU System Risk Management Email: WCI@tamus.edu**