

AU Medical Center Policy Library

Exposure to Infectious Disease or Injury Policy

Policy Owner: Employee Health

POLICY STATEMENT

To provide worker compensation insurance protection, surveillance, medical management, and referral services to employees who have an exposure to an infectious disease, or are injured while performing occupational related duties. Employees who are injured on the job must seek medical assistance from the approved Panel of Physicians and are required to coordinate all services with Employee Health and Wellness, Human Resources.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Administrative Services
- Hired Staff
- Housestaff/Residents & Clinical Fellows
- Leased staff
- Medical Staff (includes Physicians, PAs, APNs)
- Patient Care Services (Nursing, PCT's, Unit Clerks)
- Professional Services (Laboratory, Radiology, Respiratory, Pharmacy; etc.)
- Vendors/Contractors
- Other:

DEFINITIONS

Injury: harm or damage; an act or event that causes someone or something to no longer be fully healthy or in good condition.

Workers Compensation: A system whereby an employer pays, or provides insurance to pay, the lost wages and medical expenses of an employee who is injured on the job.

PROCESS

When an exposure to an infectious disease or an injury occurs at work, the employee is required to report the event to his/her supervisor or other available management personnel in the employee's department. The informed management person completes the Supervisor's Accident report for AU Medical Center employees.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 291

Policy Sponsor: Chief Medical Officer

Originally Issued: Not Set

Last Revision: 08/11/2016

Last Review: 07/28/2016

Next Review: 07/28/2019

Employee should report to Employee Health and Wellness, Human Resources for follow up or to the ER if emergent care is required. Employee Health and Wellness is open Monday through Friday, 7:00 a.m. to 5:00 p.m. After hours, weekends and holidays, the employee can be seen in the Emergency Department if deemed emergent. (For all blood-borne pathogen exposures, refer to policy OHS 10.4)

- a. **Note: Delays in reporting exposures to infectious diseases may prohibit appropriate prophylaxis therapy.**

PROCEDURES

1. Contact Employee Health and Wellness, Human Resources, within two hours of the accident. If injury occurs after hours and care is provided from the Emergency Department, follow up with Employee Health and Wellness, Human Resources, is required the next business day.
2. For all AU Medical Center employees, the WC-1 Employer's First Report of Injury or Occupational Disease, WC-207 Authorization and Consent to Release Medical Information, and the Workers' Compensation Acknowledgement Form to include selection of a physician from the Approved Panel of Physicians will be completed when follow up medical care is required.
3. For all Augusta University hired and leased employees, they are to contact the Workers' Compensation Claims office at AMERISYS (877) 656-7475, to receive authorization for treatment as needed.
4. AU Medical Center reserves the right to require blood alcohol and/or urine substance abuse testing based on the following incidents involving any AU Medical Center employee: knowledge of employee workplace injuries or exposures; knowledge of injuries or exposures to others; and, property damage. (See Substance Abuse Policy 4.90.10)
5. Refusal to participate or failure to complete any step of the reporting and/or testing process may result in disciplinary action including termination, and denial of workers' compensation benefits.
6. The Senior Employee Health Nurse and the Workers' Compensation vendor will coordinate and manage the claims and benefits provided.
7. If the injury results in absence from work, compensation is as follows for AU Medical Center employees:

- a. Pay for scheduled work time in the first seven consecutive calendar days will come from the employee's paid time off (PTO) balance, or extended medical leave bank (EMLB) as described in the EMLB Policy 4.6.01.
8. For injured employees not able to work; they are required to maintain contact with Employee Health and Wellness, Human Resources, regarding their return-to-work status. When released by the health care provider, the employee must be cleared by Employee Health and Wellness, Human Resources before returning to work. Work restrictions that limit duties defined in the employee's position description or any infection control risk must be approved by the manager in collaboration with Employee Health and Wellness prior to release to work.
9. If an employee is unable to return to full duty, the Transitional Duty may apply. (See Transitional Duty Policy OHS 10.13)
10. All absence for workers' compensation related reasons is also documented as Family Medical Leave (FMLA) usage if this is available to the employee. (See Policy 4.60.02 Family Medical Leave Act)
11. All AU Medical Center employees have the responsibility to meet the expectation of this policy. Management has the responsibility to ensure policy guidelines are followed, ensure completion of appropriate exposure or injury forms, ensure the exposed or injured employee reports to the appropriate location for assessment, and to confirm their employee follows up with Employee Health and Wellness, Human Resources, or Emergency Department when information is requested.

Employee Health and Wellness, Human Resources, will be responsible for updating and reviewing this policy to maintain it in compliance with national and state standards.

REFERENCES, SUPPORTING DOCUMENTS, AND TOOLS

This policy replaces the Accident/Injury Referral Policy EH 2.6, the Unprotected Exposure to Infectious Diseases policy EH 1.6, and the Workers' Compensation Policy 4.60.08.

RELATED POLICIES

[Family Medical Leave Act Policy](#)

[Paid Time Off Policy](#)

[Management of Occupational Exposures to Blood Borne Pathogens](#)

APPROVED BY

Chief Executive Officer, AU Medical Center

Date: 07/28/2016