

Idaho Division of Human Resources
Frequently Asked Questions (FAQs)
Section 13: Workers' Compensation

REPORTING REQUIREMENTS

1. As an employee, what should I do if I am injured at work??
 - If an employee experiences a work-related accident, injury, illness or occupational exposure, they should report the incident to their supervisor or agency human resources department immediately, even if medical treatment is not required.
2. As a supervisor, one of my employees told me they had an accident at work, but they don't want to seek medical treatment, what should I do?
 - Supervisors/managers should use the [Supervisor Incident Report](#) to report any near misses, first-aid, or medical treatment incidents that are work-related.
3. When should I complete the Supervisor Incident Report form?
 - The Supervisor Incident Report form should be completed by a supervisor/manager as soon as they are made aware that an employee had a near miss, first-aid or medical treatment incident that is work-related.
4. As a peer, if one of my coworkers told me they had an accident at work, what should I do?
 - If a coworker tells you that they had an accident at work, you should direct them to a supervisor or the agency human resources department.
5. As an employee, if I am injured at work, am I required to complete any forms?
 - An employee may need to work with their supervisor to complete any required forms including, but not limited to, the [Supervisor Incident Report](#), [witness statement\(s\)](#), [First Report of Injury](#).
6. If there were multiple witnesses to an incident, who should complete a witness statement form?
 - Witness statements should be obtained from all who witnessed an accident, injury, illness, or occupational exposure.
7. What should I do with the completed forms?
 - This will depend on your own agency and its reporting requirements. Typically, completed forms should be submitted to the agency human resources department or the safety department for further processing.

PREFERRED/DESIGNATED MEDICAL PROVIDER

1. When will employees be required to begin utilizing the preferred providers list?
 - The [preferred providers list](#) is effective as of October 15, 2022.
2. What date is the statewide Workers' Compensation policy effective?
 - The statewide [Workers' Compensation policy](#) is effective as of October 15, 2022.
3. What if there is no preferred provider near my work site or in my locale?
 - Contact your agency human resources department to obtain further instruction on where to seek medical treatment.
4. What happens if I am injured outside of the preferred provider's business hours?
 - If you are injured outside of the preferred provider's business hours and need to seek treatment, you should seek treatment with the nearest urgent care or emergency room. If available in your locale, you would then seek additional follow-up treatment(s) with a preferred provider.
5. What happens if I require emergency care?
 - If you require emergency care, you should go to the nearest urgent care or emergency room. If available in your locale, you would then seek follow-up treatment(s) with a preferred provider. If there is no preferred provider in your locale, please contact your agency human resources department.
6. If I have to travel for medical appointments, will I receive mileage reimbursement?
 - In many cases, you may be eligible for mileage reimbursement. The employee should contact State Insurance Fund to discuss their eligibility and obtain further information.
7. What if I do not want to seek treatment with a preferred provider?
 - Employees are required to use a preferred provider within their locale the majority of the time, regardless of extenuating circumstances. However, if an employee is in need of emergency medical treatment, they should seek that treatment with the nearest urgent care or emergency room. After seeking medical treatment at the urgent care or emergency room, the employee should follow up with a preferred provider within their locale. If an employee chooses not to seek treatment with one of the preferred medical providers, the employee may be responsible for any/all expenses associated with their medical care.

8. What if I need a specialist for treatment?
 - The preferred provider will determine what medical treatment is necessary and will recommend such treatment as needed including referrals for specialized care.

RETURN TO WORK

1. My doctor released me with work restrictions, what should I do?
 - You should obtain a work note every time you seek medical treatment and provide the note to your agency human resources department to discuss return to work options. Your human resources department will work with your supervisor to determine if there is light duty work available for you within your restrictions.
2. What happens if my employer has light duty work available, but I do not want to accept it?
 - If you decline light duty work, your workers' compensation benefits may be affected.
3. If I am receiving lost time benefits, can I use my accrued paid leave to supplement my income?
 - Yes. An employee may use any of their accrued paid leave to bring them up to their regular salary.
4. Can I use my accrued leave instead of receiving workers' compensation benefits?
 - No. If workers' compensation benefits are owed, they must be paid.
5. Am I required to use my accrued paid leave?
 - No. An employee is not required to use their accrued paid leave in lieu of workers' compensation benefits but can choose to supplement their income with their accrued leave. An employee may also take leave without pay.
6. If I am receiving workers' compensation benefits, am I eligible for other types of leave like FMLA, ADA, short-term disability?
 - Yes. If you are receiving workers' compensation benefits, you may be eligible for other benefits. To determine your eligibility, contact your agency human resources department.
7. If I am using my accrued leave to supplement my workers' compensation benefits, what time codes should I use on my timesheet?
 - You should use applicable workers' compensation time codes. These codes can be found on the State Controller's website [here](#)

ADDITIONAL QUESTIONS

1. Who should I contact if I have questions about the statewide Workers' Compensation policy?
 - Questions regarding the statewide Workers' Compensation policy should be directed to Courtney Butler, Occupational Health Manager, at 208-854-3074 or Courtney.butler@dhr.idaho.gov
2. What should I do if I have questions or need help with reporting requirements, preferred providers, or return to work?
 - For additional assistance regarding any part of the process, please contact your agency human resources department or the [Division of Human Resources website](#) or the Occupational Health Manager.
3. What should I do if I have questions about my workers' compensation claim?
 - For questions regarding your specific claim, contact the [State Insurance Fund](#) at 208-332-2100.
4. What if I have questions about my rights under the Idaho Workers' Compensation laws and rules?
 - For questions regarding an employee's rights under the Idaho Workers' Compensation laws and rules, please contact the [Idaho Industrial Commission](#) at 208-334-6000.