

restrictions to the supervisor as soon as possible following their evaluation with the authorized treating physician so staffing may be adjusted accordingly.

- D. The employee must comply with scheduled appointments and prescribed treatment.
- E. Concentra and Risk Management will advise the TPA when warranted so Temporary Total Disability (TTD) benefits can be appropriately administered. Benefits for a medical leave for work-related disabilities will be coordinated with the TPA according to plan provisions and any other benefits provided to the employee in an effort to minimize the impact of the leave for both the employee and the University. Human Resources will serve as the contact for such information.
- F. For treatment provided outside Concentra by an authorized referral specialist, an employee must report back to Concentra on the day of the visit, or the next business day Concentra is open with all paperwork. Concentra will then follow the process listed above in “D” above.
- G. An employee may choose their own physician or hospital for treatment, however, at their own expense. Under the Missouri Worker’s Compensation statute, the employer has the right to choose the physician, hospital, medical facilities, pharmacy, and services. The employer is not required to pay for any treatment the employee may select on their own without authorization from the TPA.
- H. If it is determined that the employee was under the influence of drugs and/or alcohol at the time a work-related injury occurred and if the cause of the accident was directly related to the use of drugs and/or alcohol, the employee will not be eligible to receive workers’ compensation benefits.
- I. If it is determined that the employee was under the influence of drugs and/or alcohol at the time a work-related injury occurred, even if the cause of the accident was not directly related to the use of drugs and/or alcohol, the employee will be assessed a 50% reduction in workers’ compensation benefits per RSMO 287.120.
- J. The University requires drug and alcohol screening for all accidents or injuries sustained under any of the following circumstances:
 - i. While using employer-supplied motor vehicles, or
 - ii. While using personal vehicles to conduct the employer’s business, or
 - iii. During an employment-related accident where there is a fatality of anyone involved in the accident, or
 - iv. During an employment-related accident that causes bodily injury to the employee and/or another person that requires hospitalization
 - v. During an employment-related accident that causes bodily injury to the employee and/or another person that requires hospitalization
- K. If an employee fails to use a required safety device, or the employee fails to obey any reasonable rule adopted by the employer for the safety of the employee, the employee’s workers’ compensation benefits may be reduced per RSMO 287.120.

III. DUTY STATUS:

A. Full Duty:

An employee released back to work, full duty (without restrictions of physical activities) must continue to comply with scheduled follow-up appointments and prescribed treatments. These employees are expected to return to their normal assigned job tasks.

B. Temporary Alternative Duty (TAD):

1. Employees released back to work on TAD are responsible for compliance with TAD restrictions as prescribed by the authorized treating physician.
2. Employee is responsible for submitting Injury Status Report from Concentra with outlined restrictions to supervisor as soon as possible following their evaluation with the authorized treating physician so staffing may be adjusted accordingly.
3. The Supervisor is responsible for assigning job tasks to the employee that comply with TAD restrictions as prescribed by the authorized treating physician.
4. Employee and/or supervisor are to call Concentra if clarification of TAD restrictions is needed.
5. Concentra will notify the TPA of the duty status.
6. The supervisor is responsible for identifying appropriate TAD job assignments within the employee's department and notifying their Human Resource representative of the accommodation being met.
7. If the supervisor is unable to identify appropriate TAD job assignments within the home department, the employee will NOT be sent home. The supervisor must notify the Human Resources department immediately. The supervisor, in cooperation with Human Resources, is responsible for locating a TAD position, outside the home department.
8. Human Resources will complete a TAD agreement with the employee (see appendix A).
9. The employee on TAD will be paid by the home department even if assigned outside the home department.
10. If the supervisor is unable to place the employee in an appropriate TAD assignment (either inside or outside the home department), the supervisor will immediately notify their Human Resources representative.
11. Employees on TAD may not work overtime.
12. TAD assignments are made at the discretion of the supervisor and need not correspond to regular scheduled shifts. This is in accordance with the Missouri Worker's Compensation law.
13. Every effort will be made to assign the employee to a TAD job; however, no guarantee can be made that such work will be available.
14. The employee may decline TAD assignment. However, Worker's Compensation benefits may be forfeited. This will be documented

on a TAD agreement completed in Human Resources.

C. Unable to Work – per written authorization by the authorized Workers’ Compensation treating physician for work-related injuries/occupational illnesses.

1. Payment to the employee for approved lost time, pursuant to the Missouri Workers’ Compensation Act, will not be made for the first three consecutive days or less of disability unless the disability lasts longer than 14 calendar days. If the disability lasts longer than 14 calendar days, payment for the first three days is made retroactively to the employee by the TPA.
2. Workers’ Compensation benefits shall be administered in accordance with the Missouri Workers’ Compensation Law by the TPA (Third Party Administrator).

8.0 REFERENCES

<http://www.moga.mo.gov/mostatutes/chapters/chapText287.html>

[Workers Compensation Questions & Answers](#)

9.0 APPROVAL SIGNATURES