

Plano ISD Workers' Compensation Program

General Information

The Plano Independent School District (Plano ISD) provides workers' compensation benefits to employees who are injured at work. This benefit will cover only a work-related injury or illness, not other medical problems. Once a claim is reported and accepted by the Plano ISD workers' compensation office as compensable (eligible), your workers' compensation benefits begin. This is the only medical benefit you may use for treatment of your specific claim/injury, including medical examinations and medications. The Plano ISD workers' compensation plan pays for healthcare reasonably required using evidence-based medicine in accordance with the Official Disability Guidelines (ODG) to treat a compensable injury.

The Plano ISD Employee Health Benefit Plan will not cover any expenses for which you should be receiving workers' compensation benefits, and you cannot use your TRS-ActiveCare prescription card for medications related to your injury. All bills for the specific injury will be processed through the Plano ISD workers' compensation plan. You will also receive a prescription drug card from MyMatrixx. This card should only be used for medication related to your compensable injury. The MyMatrix card should be used for prescriptions from your treating doctor or a referral doctor for your workers' compensation claim.

Your rights to workers' compensation benefits apply only if you call timely to report your incident. After 30 days, benefits may be denied if you have not reported your injury.

Process for Workers' Compensation Claims

If you are injured at work, think the injury was caused by work, or a doctor tells you the injury/illness is work-related, the following steps must be taken:

1. You must immediately report the incident to your supervisor (e.g., principal, director, manager, or coordinator).
2. Call extension 26391, or (469)752-6391, to report the incident to the Plano ISD workers' compensation office.
3. You will be asked questions to enable the workers' compensation staff to complete the state required employer's first report of injury. We will need to know what, when, and where the Injury occurred, who was involved, what part of your body was injured, what caused the accident, and who saw it happen.
4. The Plano ISD does **not** have a company doctor. However, if you do not have a doctor who accepts workers' compensation payment, then we may recommend some occupational health clinics. You may select one of the clinics, and be seen that same day. When seeing a doctor, you are required to tell him or her that this is for a work-related injury or illness.
5. You must stay in touch with the Workers' Compensation Office at x26391 to update any changes, any forms you have received from your doctor, and any restrictions the doctor has mandated.

6. Any time you are taken off work for a work-related injury, you must have a doctor's note indicating what day your time off work begins. The note is also expected to have information regarding the date of your next doctor's visit or the expected date of your return to work.
7. It is your responsibility to stay in touch with your manager and/or supervisor during your absence. The workers' compensation staff does not call in any absences for work-related injuries.
8. According to the Texas Division of Workers' Compensation (DWC law), the Plano ISD does not pay injured workers for the first seven days off work. However, you may choose to use your accrued leave (see #12 below) for the first seven days as explained in PISD board policy CRE(LEGAL).
9. After the seventh day of absence, the district workers' compensation fund will pay 70% to 75% of your average weekly wage, subject to the maximum and minimum amounts established by law. This is not salary or a paycheck. It is called Temporary Income Benefits (TIBS).
10. If you have accrued district or state leave, the payroll department may send you an "offset" so that monies you receive from TIBS, combined with what payroll sends you, may come to the same amount of money you were receiving prior to your injury. However, payroll only continues this offset as long as you have accrued leave available.
11. If you require medical care, the Plano ISD will send you written information about the DWC and your rights. You may also view this brochure online at [Workers' Compensation Brochure](#), or click the back button on your browser and select "Brochure: Your Workers' Compensation Benefits".
12. You will receive many documents regarding your claim. These will be mailed to your home address. It is important to keep these documents in a separate file. Keep copies of anything you give to your adjuster or send to the DWC. **Note:** Make sure you fill out the employee's report of injury form; this is form DWC-41. The form was included with your DWC 1 form and workers' compensation brochure sent to you after you reported your injury. It is important to complete the DWC-041 form and return it to the DWC.
13. If you have questions, regarding your claim you can contact Plano ISD's third party administrator at 800-765-2412, identify yourself as a Plano ISD employee and ask to speak to your adjuster. You may also call the DWC at 1-800-252-7031.