



SUBJECT: Employee Percutaneous/Perimucosal Exposures

PURPOSE: To ensure that all percutaneous/perimucosal exposures are reported, so proper follow-up can be performed in order to protect the health of the employees.

- PROCEDURE:
1. **GET EMERGENCY MEDICAL CARE, IF NEEDED**
 2. **REPORT THE INJURY IMMEDIATELY TO YOUR SUPERVISOR AND THE BISD WORKERS' COMP OFFICE.** An accident report must be completed and submitted to the workers' comp office within three (3) days. Reports submitted after 30 days may result in a loss of benefits.
 3. Under the State of Texas Acts and Rules for Texas Workers' Compensation Commission, an employee may seek medical treatment from the physician of their choice if the physician agrees to render treatment and submit the necessary paper work for workers' comp. BISD has contracted with a network of primary care physicians and specialists certified by the State of Texas to provide treatment for occupational injuries and diseases for employees whose physicians will not accept a workers' comp claim. The BISD workers' comp office will arrange for injured employees to receive needed medical treatment immediately.
 4. **FILL OUT THE BIRDVILLE I.S.D. EMPLOYEE ACCIDENT REPORT** (forms found in back of BISD's Employee's Guide to Workers' Compensation Benefits Manual). Follow the instructions on the form, which is due in the BISD Workers' comp Office within 36 hours of accident.
 5. **FILE A CLAIM WITH TWCC** (form found in back of BISD's Employee's Guide to Workers' Compensation Benefits Manual). You must file a claim for compensation with Texas Workmen's Compensation Commission (TWCC) using form TWCC-41 within one year of the injury. Call TWCC at the local field office or 1-800-252-7031 for assistance. Even if you are receiving weekly checks, a claim must be filed. All benefits may be denied if you fail to give notice of injury to TWCC within one year. The OMBUDSMAN Program at the TWCC provides free information about how to file a workers' compensation claim, including workers' rights and responsibilities under the Texas Workers' Compensation Act.

The BISD Workers' Comp Office will complete the necessary TWCC forms to file with the State of Texas Workers' compensation commission in a timely manner. If you have any questions, please feel free to call the BISD Workers' Comp Office at 817-547-5855.