

State Employee Injury Compensation Trust Fund (SEICTF)

**Satellite Conference and Live Webcast
Tuesday, February 7, 2012
9:00 – 10:00 a.m. Central Time**

**Produced by the Alabama Department of Public Health
Video Communications and Distance Learning Division**

Faculty

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What Is SEICTF?

- **SEICTF (State Employee Injury Compensation Trust Fund) is a work injury benefit program which delivers compensation and medical benefits in the event of an on-the-job injury**

Role of the Supervisor

- **Be informed of rules of the program**
- **Seek medical treatment for employee through authorized provider network or nearest ER**
 - **Call SEICTF if you are unsure**

Role of the Supervisor

- **Submit First Report of Injury form AND make sure the injured employee completes the Accident Report/Employee Statement as soon as possible**
- **Report ALL injuries, no matter how small, within 24 hours, if possible**

Role of the Supervisor

- **Provide the Initial Authorization for Treatment form to the employee**
 - **Obtain the Therapeutic Activity Restriction form after each doctor's visit if employee seeks medical care**
- **Determine the agency's ability to accommodate any restrictions**

Helpful SEICTF Facts

- All forms are available on the website
 - The supervisor is urged to submit the FRI online
 - Other forms may be faxed
- Be aware of reporting rules
 - MUST be reported within 5 days

Helpful SEICTF Facts

- Non-compliance with SEICTF rules or treatment plan jeopardizes benefits
 - Note forms requiring signature
- Report any unsafe work environment concerns to SEICTF Loss Control Division

Forms Needed When an Accident Occurs

- First Report of Injury (FRI)
- Accident Report / Employee Statement
- Authorization for Initial Treatment and Pharmacy

Communication Is Key

- Keep lines of communication open
- Contact SEICTF
 - In cases of serious injuries requiring ER visits
 - Pharmacy or Provider issues
 - When “red flags” are present concerning the injury or recovery

Communication Is Key

- Modified Duty/Return to work accommodation questions
- Claimant Reimbursement questions
- Change of address

Lost Time Facts

- Injured employee has the option to elect annual/sick leave or 2/3's reimbursement (non-taxable)
- EOB form must be provided to employee to document their election, then submitted to SEICTF

Lost Time Facts

- If 2/3rds is elected, the agency must submit Reporting of Hours form to SEICTF for each pay period to ensure prompt payment
- Checks are mailed directly to the employee
 - Direct Deposit is not available

www.riskmgt.alabama.gov

Contact SEICTF

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888 - 827 - 6753

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