



If it is determined that you have been injured on the job, the State of Kansas provides workers compensation for a personal injury caused by an accident arising out of, and in the course of, employment. Employees who sustain compensable injuries from an accident or occupational disease may be entitled to:

- Time away from work to seek initial medical treatment;
- Reasonable and necessary medical treatment expenses to treat the job related injury;
- Employees must use sick leave for absences from work due to injury on the job. Leave time begins at the time of injury. Applicable workers compensation benefits may apply as determined by State Self-Insurance Fund (SSIF).

The SSIF administers workers compensation claims on behalf of State of Kansas employees. All work-related injuries shall be reported to the supervisor and Human Resources at the earliest possible time so the injured worker can seek medical attention and to allow investigation of the accident to prevent recurrence. An Employer's Report of Accident (form K-WC 1101-A) must be completed and submitted by the supervisor to Human Resources within 24 hours of notification of the incident. Failure to notify Human Resources within the statutorily allotted time could delay the approval process or jeopardize compensation.

An employee injured at work is entitled to all reasonable and necessary medical treatment needed to cure or relieve the effects of the injury. The State of Kansas has the right to choose the treating physician. The SSIF has designated several hospitals and clinics for treatment. In locations that do not have managed care facilities the employee should be seen by their primary care physician. Contact Human Resources for authorized health care providers. Should an employee seek medical care from a provider that is not approved by the Fund, he/she may receive unauthorized medical payments limited to \$500.

After receiving treatment the employee must return to the workplace with documentation of treatment. If the employee has no work restriction they may be released to return to work. If the employee has work restriction(s) these need to be evaluated by Human Resources if accommodation can be made. All documentation from treatment and accommodation (if applicable) must be reported to Human Resources no later than the next business day following when treatment was received and prior to returning to work.

References: K.S.A. 44-501 et seq.