



HOW TO PROCEED WHILE ON OJI (ON THE JOB INJURY)

- ❖ MSCS District is not covered by the Tennessee Worker's Compensation Act. The District has a self-funded OJI Program.
- ❖ The OJI Program does not cover medical treatment received by an employee's own doctor(s). Medical treatment must be received at one of the MSCS Employee Health Clinics within seven (7) days of the incident. Call 901-416-6079 for an appointment. The MSCS Employee Health Clinics are located at **130 Flicker Street and 8071 Winchester Road, Suite 2**. If the clinic determines that specialized treatment is required, they will refer you to a specialist. You will be provided with a claim form to complete and submit to the specialist. **Employees should not go to the Emergency Room unless the injury is life or limb threatening.** Follow-up treatment after an ER/hospital visit should be done at one of the MSCS Employee Health Clinics.
- ❖ **After hours medical treatment must be received from Methodist Minor Medical Center- Midtown at 1803 Union Avenue #2, phone# 901-722-3152.**
- ❖ Follow-up appointments should be scheduled with the least amount of interruption to the workday. Employees cannot take off the entire day for an OJI appointment. If you do not show up to or cancel your appointment, OJI Benefits will be terminated. An employee may reschedule their appointment up to twenty-four (24) hours prior to the scheduled appointment time. Employees will be responsible for paying "no show" fees.
- ❖ Only the MSCS Employee Health Clinic and referred OJI physician can take an employee off work. If an employee is released to return to work and fails to do so, their absence(s) will not be covered as an OJI. If it is determined that an employee is unable to return to work, their absences will be covered at 100% for the first two (2) months and at 50% for up to an additional ten (10) months, unless otherwise provided by the law. Employees may elect to use their personal, sick and/or vacation time when coverage decreases to 50%. An employee may not engage in any other gainful employment activities of any kind while off work due to an OJI. There is no additional monetary compensation.
- ❖ **It is the employee's responsibility to inform and update their supervisor regarding their work status on a regular basis.** The work status will consist of full duty, light duty, or off work. The OJI

physician will provide a work status at every appointment. Don't leave the physician's office without a work status and follow-up appointment scheduled. Discuss light duty restrictions with your supervisor. **Communicate your work status to your supervisor after each medical visit.**

- ❖ Board Policy requires employees who are absent for ten (10) or more days to request a leave of absence. Contact the MSCS Benefits Department at 901-416-5344 with any questions regarding leaves of absence. You can complete the Leave of Absence request in the [Employee Portal](#). Leaves of absence for OJI are considered Non-FMLA.
- ❖ Prescriptions should be filled at Walgreens. Advise the pharmacy that you are a MSCS employee with an OJI injury. Employees should not be required to pay a copay for OJI medical treatments or prescriptions. Should an employee have to pay, contact Risk Management for reimbursement.
- ❖ If you receive any bills for treatment, mail them to Memphis-Shelby County Schools, Office of Risk Management, 160 South Hollywood Street, Memphis, TN 38112, fax to 901-416-1483 or send them via email to riskmanagement@scsk12.org.
- ❖ OJI benefits are limited to one (1) year, unless otherwise provided by law. OJI benefits will cease once discharged, if you resign, retire, or are terminated, or if you elect to discontinue treatment. Failure to follow medical advice from the treating OJI physician will result in the termination of OJI benefits.
- ❖ Direct any questions or concerns to the Office of Risk Management via phone at 901-416-5515 or email at riskmanagement@scsk12.org.