

**\*PLEASE READ & KEEP FOR YOUR RECORDS\***  
**IMPORTANT INFORMATION REGARDING YOUR**  
**WORK-INJURY CLAIM AND SEICTF BENEFITS**

Please review the following information as it may be helpful in understanding your work injury benefits.

**Medical Treatment**

- When you report your work injury to your supervisor, included with your paperwork is a Form 3A (Authorization for Medical Treatment.) When you are scheduled with the authorized network physician to treat your injury, provide them with your form 3A, as this is their authorization to treat you under the SEICTF program.
- SEICTF utilizes a network of Blue Cross Blue Shield Preferred Medical Providers who have been trained regarding the SEICTF program. Unauthorized treatment, or treatment rendered by providers outside of our network, will not be covered under the SEICTF program.
- You should not be charged with any co-pays, deductibles, or out-of-pocket expenses. Any time you are asked for a payment relative to your work injury treatment, or billed for treatment at your home, please notify SEICTF immediately so that we can resolve this for you.
- Pre-authorization is required for certain medical treatments and diagnostic procedures, and could result in additional processing time.
- If your authorized treating physician feels that you need to be referred to a specialist, SEICTF will coordinate this referral. SEICTF will select the physician from the approved network of physicians.
- If you become dissatisfied with your authorized treating physician and further treatment is indicated, you are entitled to a panel of four physicians. Only one panel is offered during a work injury claim.
- No further benefits are available after the two-year statute of limitations has run.

**Pharmacy**

- Prescriptions written by your authorized treating physician relative to your work injury are covered by SEICTF. However, some prescriptions require additional approval, which could result in additional processing time.
- SEICTF does not cover medications filled at a doctor's office. The physician must give you a written prescription to take to your local pharmacy.
- No co-pays, deductibles, or out-of-pocket expenses apply, so you should not be asked for payment. If payment is requested, please have the pharmacy contact SEICTF so that we can correct the problem.
- A pharmacy card is available for your use, and can be found on our website.

**Mileage**

- Mileage reimbursement is available for authorized trips to medical providers which are greater than 50 miles round trip. All mileage requests are subject to verification, must be submitted within six (6) months of the date of service, and require a 4-6 week processing time. Mileage reimbursement forms can be found on our website.

### **Reasons to contact your supervisor and/or personnel manager**

- SEICTF does not manage information relative to FMLA/ADA issues, or unsafe working conditions, so please refer any questions about these matters to your supervisor and/or personnel manager.

### **Reasons to contact SEICTF**

- Mailing address changes. Agencies do not notify SEICTF if you move or change your address, so please inform SEICTF immediately.
- Child support orders. SEICTF must withhold child support from compensation payments, so please let us know if you have a garnishment in place.
- Motor vehicle accidents. If your work injury was due to a motor vehicle accident, please notify SEICTF and immediately forward a copy of the police report completed at the scene.

### **Non-compliance**

- Administrative Procedures Act Rule 355-8-1.04(e) provides that an injured worker must remain compliant with SEICTF Rules, and that failure to do so will result in termination of benefits. Examples of non-compliance include failing to: respond to requests for contact (written or verbal), return signed authorization forms as requested, attend medical appointments as scheduled, follow the prescribed medical treatment plan, cooperate with SEICTF staff, etc. Termination of benefits will occur after any three occurrences of non-compliance.

### **Light duty**

- You are responsible for delivering your work slip to your supervisor after each doctor's appointment, and reviewing any light duty work limitations assigned by your physician. Your supervisor will review and determine whether or not they can accommodate you.
- Your authorized treating physician must provide you with a release to full duty in order for you to resume regular duties when you return to work.

### **Two-thirds payment option**

- Compensation payments issued while you are unable to work are issued at two-thirds of your normal pay, paid on the 1<sup>st</sup> and 16<sup>th</sup> of each month, subject to the minimum and maximum in effect on the accident date, non-taxable, and mailed to your residence. Direct Deposit is not available.
- You may also elect to use accrued annual/sick leave in lieu of two-thirds payment.

Additional information about your benefits and links to the forms mentioned above are available on the Division of Risk Management website: [www.riskmgmt.alabama.gov](http://www.riskmgmt.alabama.gov)

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