

# Worker's Compensation

**Alcorn State University** provides worker's compensation coverage under a self-insurance program, in accordance with Mississippi law. The cost of workers' compensation insurance is borne entirely by the University.

The university's workers' compensation administrator and general liability claim administrator changed from AmFed to **Cannon Cochran Management Services, Inc (CCMSI)** effective July 1, 2023. CCMSI is contracted to provide administrative services and is responsible for reviewing claims, determining benefits, and processing payments for expenses incurred and loss of work wages.

Workers' Compensation provides for payment for injuries and loss of time from work when employees become disabled because of job-related injuries. A Workers' Compensation Injury Report Packet is required to determine eligibility for benefits.

**To assist employees, supervisors, and department heads in avoiding any personal liability for this penalty, the following schedule is established for reporting work related injuries:**

1. Employees are to report work-related injuries to their supervisor as soon as possible, but no later than 24 hours after the injury or illness, excluding weekends.
2. The injured employee shall complete the (1) Statement of Claimant, (2) Medicare Eligibility, if applicable, (3) Authorization for Release of Health Information forms, and (4) Notice of Physician Choice. Submit forms to the designee in Human Resources Management.
3. Department heads or their delegates shall complete the (5) Supervisor's First Report of Injury or Illness and (6) the Job Description Form. These forms and those completed by the injured employee or student-worker should be forwarded to the Office of Human Resources Management within 48 hours of the accident, excluding weekends.
4. The Office of Human Resources Management will complete the (7) First Report of Injury form and submit the forms to the university's workers' compensation insurance carrier (CCMSI), who will then forward information to the Mississippi Workers' Compensation Commission.

**Forms will be accepted via the following methods.**

- email to [hrm@alcorn.edu](mailto:hrm@alcorn.edu) (Please leave the social security field blank to ensure the security of personal, sensitive information. The EEO/ER Manager can add this information before forwarding it to CCMSI for processing.)
- fax to 601-877-6389
- campus mail/drop off at the Human Resources Management, Walter Washington Administration & Classroom Building, Suite 107.

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*Questions about filing a workers' compensation claim should be directed to the EEO/ER Manager in Human Resources Management 601-877-6188 or email [hrm@alcorn.edu](mailto:hrm@alcorn.edu).*