

TO: SUPERVISORS AND MANAGERS

If the injury is life or limb threatening send the employee to the hospital or physician immediately - your 1st priority is for the employee to receive appropriate medical care. Your 2nd priority is to notify Risk Management at 495.7560.

If the employee is going to see a physician on a non-emergency basis complete the "Workers' Compensation Referral" forms. The employee should provide this form to the medical provider prior to treatment.

The employee must use an approved network provider. Call Risk Management at 495.7560 or 495.7874 for assistance.

The Employee's Report of On-the-Job Injury/Illness form must be completed by the employee as soon as possible. **If the injury or illness does not require immediate medical attention the form should be complete before they go to the physician.**

You are required to complete the "Supervisor's Report of On-the-Job Injury/Illness."

All forms should be faxed to Risk Management at 495.7563.

Require the employee to obtain a "Return to Work Status Report" from the doctor and provide it to you after each visit to the doctor. Further, the employee must provide a release to return to work.

It is important to keep Risk Management informed of the employee's work status.

Any hours missed from work must be reported on Kronos timekeeping system using pay code WCC.

If you have any questions, please call Risk Management at 495.7560.