

WORKER'S COMP CHECKLIST

~INJURIES MUST BE REPORTED WITHIN 24 HOURS~

**** EMERGENCIES OR SERIOUS INJURIES SHOULD PROCEED TO THE NEAREST HOSPITAL E.R. FOR TREATMENT ****

COMPLETED:

- 1. FOR NON-EMERGENCIES, THE EMPLOYEE SHOULD CALL STARCARE AT 477 – 1617 FOR TRIAGE WITH THE NURSE AND TO SCHEDULE AN APPOINTMENT. IF AFTER HOURS, THE INJURED EMPLOYEE MAY BE SENT TO ANY LEE CONVENIENT CARE OR EMERGENCY ROOM.
- 2. FILL OUT SUPERVISOR'S "FIRST REPORT OF INJURY" FORM AS COMPLETELY AS POSSIBLE
- 3. ATTACH EMPLOYEE'S "TO-FROM" THAT EXPLAINS WHAT HAPPENED
- 4. ATTACH SUPERVISOR'S "TO-FROM" THAT EXPLAINS THEIR KNOWLEDGE OF THE EVENTS
- 5. ATTACH PHOTOS OF INJURED AREA, WHEN AVAILABLE & IF APPROPRIATE
- 6. ATTACH ALL OTHER PERTINENT INFORMATION RELATED TO THE INJURY (i.e., doctor's notes, follow-up appointments, work status, incident/offense reports, etc...)
- 7. FORWARD ORIGINAL FINAL PACKET TO RISK MANAGEMENT AS SOON AS POSSIBLE FOR TIMELY REPORTING TO WORKER'S COMP CARRIER

Injury reports may be faxed to our office at 477-1416 to expedite claim filing, the original following through interoffice mail. If you have any questions, feel free to contact me at 477-1297.

Thank you,

Cindy Jenks, Risk Management Coordinator