

Reporting a Worker's Comp Claim

When an employee is injured at work there are several things that **MUST** happen:

- 1) First Aid should be administered on site right away.
- 2) Any hazards should be contained/secured/removed (as it applies to the specific situation).
- 3) Any items that caused the incident (equipment, ladders, tools, etc.) should be inspected following the incident. If there are defects noted with the equipment/tools they must be removed from service immediately and stored until the insurance company or the Insurance Coordinator (Perilyn Wood) advises otherwise.
- 4) If the injury requires medical attention beyond basic first aid the employee may go to the nearest immediate care clinic for treatment or an emergency room if the injury is severe.
- 5) All injuries must be reported verbally to a direct supervisor or manager before leaving for medical treatment.
- 6) Supervisors and managers are responsible to complete an NTS Incident Report Form with all the details and submit it ASAP to the Insurance Coordinator (Perilyn Wood).
- 7) **A 10-panel rapid drug screen is required to be administered for all work place injuries – NO EXCEPTIONS.** If a drug screen is not performed at the time of treatment the employee MUST return within 24 hours to have a drug screen administered.
- 8) After treatment the employee must provide copies of all medical paperwork to their direct supervisor or manager. That includes the treatment notes, any prescriptions that were given, any work restrictions and return to work notes. The direct supervisor or manager is then responsible to forward all the information to the Insurance Coordinator (Perilyn Wood).
- 9) If the treating doctor states that the employee must stay off work for any period of time, the employee must contact their direct supervisor or manager and let them know how long the doctor has stated they must be off work and provide a copy of that written note from the doctor. The direct supervisor or manager is then responsible to let the Insurance Coordinator (Perilyn Wood) and Human Resources (Sharon Lin) know that the employee will be off work due to the injury.
- 10) If the employee may return to work, but the treating doctor has indicated that only light duty work or job restrictions must be obeyed for a certain period of time the direct supervisor or manager is responsible to let the insurance coordinator (Perilyn Wood) and Human Resources (Sharon Lin) know that the employee is restricted to light duty or has specific job restrictions. *Note – we do not have to create light duty jobs, but if there are items that can be done within the doctor's restrictions we want to bring employees back to work as soon as possible. If you have any questions about light duty work or job restrictions please contact the Insurance Coordinator (Perilyn Wood) to discuss.*

Please follow these 10 steps when reporting a workers comp claim.

If you ever have any questions regarding a claim or injury please contact Perilyn Wood or Sharon Lin.