Workers’ Compensation

How To Report An Employee Injury
Employee Reporting Procedures

What should an employee do if he/she is injured on the job?

• Call 911 for all emergencies that result in serious bodily injury, and seek treatment at the nearest emergency room.

• Notify supervisor immediately.

• Inform supervisor of what happened, how it happened, who saw what happened, and if an injury occurred as a result of the incident.

• If an employee is a witness to a work related accident in which an injury occurred and the involved employee cannot notify his/her supervisor, the employee should notify the injured employee’s supervisor immediately.
• The employee and supervisor call the 24/7 Call Center @ 1-866-245-8588.

• Select Option #1 to speak to a nurse for immediate care.
  – The nurse will collect the needed information from the supervisor.
  – The nurse will ask the supervisor to hand the employee the phone and leave the room.
  – The employee will give the nurse the necessary information.
  – The nurse (RN) will evaluate and determine care/treatment options.
• Option #1 – The nurse will ask the following information:
  
  - Employee First and Last Name
  - Last 4 digits of the Social Security Number
  - Date of Birth
  - Date of Injury
  - Employer Location and Department
  - Employee contact telephone number
  - Nature of Injury
  - If the nurse recommends care/treatment, the employee will pick one of the providers from the institution’s preapproved panel.
Supervisor’s Responsibility

• Once the nurse recommends care/treatment, the supervisor is required to call the First Notice of Loss hotline at 1-866-245-8588 and select Option #2.

• Supervisor will be asked to answer the following questions:
  – Employee’s full name
  – Full Social Security Number
  – Employee’s address
  – Date of Hire
  – Date the supervisor/employer was notified of the injury
  – Description of the accident
  – Location of the accident
  – Was injury in the course and scope of employment
  – Is there any reason to question the validity of the claim
  – Report the injury to HR and confirm First Notice of Loss was filed