

Worker's Compensation Reporting Supervisor Check-List

- _____ **Conduct accident investigation**
- _____ **Obtain signed medical authorization form**
- _____ **Send injured worker for medical treatment**
(employee takes blank medical form for physician to complete)
- _____ **Send injured worker to network pharmacy**
(employee takes blank prescription form to pharmacy)
- _____ **Complete internal incident/investigation report**
- _____ **Complete "First Report of Injury"**
- _____ **Email Injury Report to Terry Booker and Joy Rinehart within 24 hours of accident.**
(include supporting documentation)

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- Submitting the First Report of Injury is NOT an admission of a compensable accident.
 - Contact Terry Booker and/or Joy Rinehart with any suspicions or concerns surrounding the accident.
 - Send the injured worker to the designated medical facility. Use Emergency Rooms for "true" emergencies only.
 - Submit the police report on ALL incidents involving MVA' s.
 - DO NOT authorize medical treatment beyond the first visit. Refer calls for authorization to Companion.