

EMPLOYEE INJURY REPORTING PROCESS

EMPLOYEE HAS WORK INJURY

If emergency care is needed, get that first. If not then:

Employee submits completed *Notice of Accident* form to Supervisor or other Workers' Compensation Representative

Supervisor signs the NOA form, gives a copy to the Employee and gives direction regarding the choice of HCP (Health Care Provider)

Medical Treatment Necessary Y/N?

Supervisor completes Supervisor's *Report of Accident*

If no, Nothing further

If yes,

Supervisor submits original *Notice of Accident*, and Supervisors *Report of Accident* to the Employer's Designated Work Comp Representative

Employee is allowed initial choice of HCP

Emergency Care if required *then* Employee seeks treatment from HCP of his/her choice

Employee submits work status report to Employer

Employer's Designated Work Comp Contact completes required reports and submissions

File

OSHA 300 Log

Loss Control Staff

Notify Insurance Administrator within 72 hours after receiving notification of the injury