Directions for Reporting an Injury at Work

All Workers Compensation f*orms can be found on the Portal.*

1. When an employee is injured at work, they should complete two forms. First, they must complete they should complete the **Notification to Injured Worker form** by electing one of the three designated providers, signing and dating the form, and returning the form to Human Resources. Next, they must complete an **Employee Injury Report form** and submit this form to Human Resources, regardless of whether or not they need medical care. In the event the employee is unable to complete the form, the manager should complete the form.
2. If an injured employee requires emergency medical care, call 911 or take them to the nearest hospital. Workers Compensation will cover all hospital emergency visits but will not cover urgent care visits.
3. Whenever medical care is required, a **Supervisor’s Accident Investigation form** must be completed by the Manager or PIC in collaboration with Human Resources. In addition, a medical provider from the Designated Medical Providers form must be selected.
4. A claim number will be assigned. From that point forward the medical provider will manage the employee’s care and will keep Human Resources informed on the status of the employee’s injury. Human Resources will keep the manager informed and will work directly with the employee to oversee medical leaves, return to work, modified work duty or light duty and other related matters.

**Failure to report injuries within 72 hours may result in the employee’s loss of Workers Compensation coverage.**