

Workers' Compensation

Quick Reference

I injured myself on the job, what should I do?

1. If it is an emergency, call 911 then call Company Nurse.
2. Immediately notify your supervisor.
3. Determine if you need to seek medical attention:
 - If **yes**, contact the **Company Nurse Injury Hotline 1-855-339-1893**
 - If **no**, complete the Incident Report. No further action is needed. Do not call Company Nurse if you do not need to seek medical treatment.

What should I do when medical treatment is needed?

After notifying your supervisor, you **MUST** call the Company Nurse Injury Hotline at **1-855-339-1893** to generate the Workers' Compensation claim forms and get a referral to an approved workers' compensation clinic. The District/Division and Human Resources will be notified by email after your claim form is completed.

If you were seen at an ER, you will need to follow up with Company Nurse and get referred to a workcomp clinic for follow up care. If you do not call Company Nurse to get a referral to a workcomp clinic and go to the doctor on your own, the treatment may be denied.

Please get a work note at each of your doctor's appointments.

What should I do after I seek medical treatment?

Notify your supervisor of work status and follow up appointment(s). Turn in your work note to your supervisor. If work restrictions are given, ask your supervisor if the work restrictions can be accommodated.

Call Public Employee Claims Division for further instructions. 501-371-2700