

Procedures for Reporting an Employee Injury and/or Accident

November 1, 2012

1. Report any work related accident Immediately to your supervisor.

2. **If in need of Emergency Care** - call 911 for EMT/Ambulance assistance
 - Supervisor or designee calls “Company Nurse 24/7 Injury Hotline”
 - Supervisor provides as much information as possible to the Company Nurse to get the report started
 - **1-888-770-0925**

3. If not Emergency – Employee calls “Company Nurse 24/7 Injury Hotline” after informing Supervisor of the incident
 - **1-888-770-0925**

4. Employee provides personal information for the report and answers questions about the incident. If you don't have all the following, call The Company Nurse anyway and get the report started.
Information needed:
 - Employer code – **V032**
 - Employer name and address
 - Where the injury took place
 - Supervisor Name and phone number
 - Date/time injury and when it was reported to the Supervisor
 - Any Witness's names
 - Your Personal Information
 - Name
 - Date of Birth
 - Social Security Number
 - Home & Work phone numbers
 - Date of hire (if known)
 - Job Title/Occupation
 - Marital Status
 - Home Address

5. **If no medical attention is needed:**
 - The Company Nurse will advise First Aid if the employee does not feel further medical attention is needed.
 - Company Nurse will send injury report to HR and Safety Officer
 - If the situation worsens or does not improve, call back (1-888-770-0925) and get a referral to see one of the doctors on the Physician's Panel

6. If medical attention is needed:

- The Company Nurse will refer the employee to one of the designated medical providers.
- Company Nurse will send the injury report to HR and Safety Officer
- Company Nurse will send the Designated Medical Provider an injury alert and clarify work status to employer
- Company Nurse will send the Insurer (VaCoRP) injury report and/or FROI for notice of claim.

7. Once a claim is established, VaCoRP claim representatives will send the employee and HR confirmation of the claim and the WC insurance claim number.

- VaCoRP representatives may contact the doctor, employer, employee, supervisor and/or witness in order to obtain further information

8. If the employee misses work due to Workers Compensation Work Related Injury:

- The 1st 7 days of work missed, County pays regular Leave time - classified as WC Leave
- After 8th day of work missed, Workers Compensation Insurance pays 66 2/3 of injured employee's Average Weekly Wage.
 - Average Weekly Wage is calculated by adding the total compensation paid (including overtime paid) for the previous 52 weeks before the injury date.
 - Workers Compensation pay is not tax deductible, therefore no taxes will be deducted for the weekly check.
- Employee is responsible for keeping their Supervisor apprised of how long you expect to be out of work.
- A doctor's note for returning to work is required which states the employee is allowed to return to work without any restrictions.
 - If restrictions are required, the employee must discuss the request with their Supervisor, before returning to work.
 - The County Administrator, Constitutional Officer or Agency Director must approve any work related accommodations before the employee may return to work.