

How to Report an Injury

How to file a Workers' Compensation Claim-Master

When you have an injury or get sick at work, you must report it to your supervisor as soon as possible, even those minor incidents, like a scratched finger or a bumped knee, should be reported. Sometimes the so-called minor injury develops into a serious, complicated condition. Do not wait to report your injury. Late reporting may result in the loss of your benefits.

Your employer has a Return-to-Work Program that allows injured workers who are unable to perform their regular job duties to continue working during their recovery. This means that you are allowed to work in a limited or "light duty" capacity until you are released from care.

Purpose

The purpose of this document is to define each party's responsibilities and detail the steps that must be followed to report a work-related injury or illness and seek medical treatment, if necessary.

Employer Responsibilities:

- Ensure the injured worker obtains medical care following a work-related injury.
- Provide a list of designated providers to the injured worker to seek medical treatment.
- Complete the First Notice of Injury and submit to help@obsidianhr.com.
- Obtain the Work Status Activity Reports and/or doctor's notes that contain permitted work activities for the injured worker.
- Identify modified work activities for injured workers, if the medical provider issues work restrictions.

Employee Responsibilities:

- Report any work-related injury to your supervisor as soon as possible, regardless of the time of day the incident occurs. At a minimum, the incident be reported before the work shift ends.
- When medical treatment is obtained, then follow the plan of care outlined by the designated treating physician.
- Submit to employer all Work Status Activity Reports or similar documents that describes permitted work activities.

Next Level Administrators Responsibilities:

- Contact the injured worker following a work-related injury/illness.
- Manage the workers' compensation claim, which includes obtaining medical notes, claim investigation, and determining employee benefits.

Procedures

1. Notify your supervisor immediately after the incident or as soon as possible. At a minimum, the incident must be reported before the work shift ends.

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2. Obtain a copy of the Designated Provider List from your employer and then choose your medical provider. Selecting one provider is beneficial to ensure consistent care for your injury.
3. Contact the provider to schedule an appointment. Some offices allow walk-ins; however, it is best practice to call ahead.
4. Seek medical care.
5. At the end of the appointment, you will receive information and instructions from the physician about your injury and the plan of care. The work status may be one of the following:
 - Released to full duty.
 - Return to modified work activity (instructions will include what you are allowed/not allowed to do and for how many days). You will also receive treatment and follow up care instructions.
 - No work activity until the next appointment. You will also receive treatment and follow up care instructions.
6. Submit the Work Status Activity Report to your employer.
7. If your medical provider issued work restrictions, then you must work with your employer to follow those restrictions until you are released from care. If you are unable to follow the work restrictions, you must immediately notify your claims handler.
8. Continue to follow the plan of care outlined by your medical provider until you are released to full, regular duty. The workers' compensation claim will be closed following your release from care.

Appendix 1: NLA First Fill Card (English)

Appendix 2: NLA First Fill Card (Spanish)

Appendix 3: Preferred Provider Network and Pharmacy