



## Injury and Illness Reporting Policy

### If you have an accident or are injured on the job you must

- Tell your employer you have been injured as soon as possible. The law required that you report the accident or your knowledge of a job-related injury within 30 days of your knowledge of the accident or injury.
- When you do so, you must ask your employer what doctor you can see. You must see a doctor authorized by your employer or the insurance company.
- Your employer may tell you to call the insurance company handling your claim.
- If it is an emergency and your employer is not available to tell you where to go for treatment, go to the nearest emergency room and let your employer know as soon as possible what has happened.

### After you or your employer report the injury to the insurance company, many companies will have an insurance claim adjuster call you within 24 hours to explain your rights and obligations

- If you receive a message and a number to call, you should call as soon as possible to find out what you need to do to get medical treatment.
- Within 3-5 business days after you or your employer report the accident, you should receive an informational brochure explaining your rights and obligations, and a Notification letter explaining the services provided by the Employee Assistance Office of the Division of Workers' Compensation.

### When you see the doctor

- Give the doctor a full description of the accident and how you were injured.
- Answer all questions the doctor might have about any past or current medical conditions or injuries.
- Discuss with the doctor if the injury is related to work or not.
- If related to work, find out if you can work or not.

If you are released to work but cannot return to your same job, you should get instructions from the doctor on what work you can and cannot do.

Keep and attend all appointments with your doctor, or benefits may be suspended.



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## After seeing the doctor

- Speak with your employer as soon as you leave the doctor. Tell your employer what work the doctor said you can and cannot do.
- If you are admitted to a hospital, call or have someone call your employer for you to explain what happened and where you are.
- Give your employer the doctor's note as soon as possible.
- Ask your employer, if they have work for you to return to that does not require you to do things the doctor said you cannot do yet.
  - If yes, ask when you should return to work
  - If not, make sure your employer has a way to contact you if appropriate work becomes available. Contact the insurance company and let them know what the doctor said about your injuries and work status. You should continue to stay in contact with your employer and the insurance company throughout your treatment and recovery.