

Action Checklist for On-the-Job Injury

- Employees must immediately notify the supervisor of a work related incident.
- The supervisor must provide the employee with the **Workers' Compensation Panel of Physicians list** and have them check the appropriate box and sign. Whether the employee chooses to seek treatment or not, the supervisor retains the signed copy and provides an additional copy to the employee.
- The supervisor and employee call CompCare On-Call toll free **1 (877) 234-0898** (24 hours a day, 7 days a week, 365 days per year) following the signature on the panel of physicians list.
- An employee may speak to a medical professional (RN) and receive consultation services when reporting the injury or only report the injury to a customer service representative.
- If the employee does not wish to call or is unable to call **CompCare**, the supervisor must call on the employee's behalf and report the injury.
- If the employee chooses to seek treatment then the supervisor must provide the employee with a **"Medical First Report"** form to be completed by the attending physician selected from the panel list.
- Upon conclusion of treatment the employee must provide a copy of the completed **"Medical First Report"** to their supervisor who then must forward the form to Human Resources.
- The supervisor must provide the employee with the **Workers' Compensation First Fill Prescription form** *in the event medications are required*. This form is for one time use only in obtaining the first prescription after an injury.
- The supervisor completes the **Supervisor's Post-Incident Investigation Report: On-The-Job-Injury**
- For questions regarding referrals, appointments or other injury related information, the employee should contact their VML Workers' Compensation representative.