

Employee Work-Related Injuries

PROCEDURES

FOR LIFE THREATENING INJURIES

If the injury is life-threatening, call 911 and, after the employee has received medical attention, complete the follow up procedures listed below. Please contact the Administrative Offices as soon as possible.

FOR ALL OTHER INJURIES

IMMEDIATELY:

Call Company Nurse at 1.877.518.6702

- Select Option 1 to report a new injury and speak with a triage nurse who will address the injury and make a determination as to whether or not to refer the employee for immediate medical treatment
- If you are asked for your Search Code, it is SLF01
- The nurse will require some information from you and may need to speak directly with the employee; please allow this and remain with the employee while the conversation takes place
- At the end of the call, the nurse will determine whether or not to refer the employee to a medical facility

Provide the employee with the required forms

- DWC-1 (Workers' Compensation Claims Form) – Employee fills out the top portion and you keep the original and give the employee a copy
- Information about the DWC-1 (Workers' Compensation Claim Form)
- Medical Provider Network Notice (MPN) (English or Spanish, whichever is applicable)

If referred, send the employee to Midway Industrial Healthcare Services

- Make sure that the employee is able to drive safely
- Make sure the employee has the address and directions. The address is 5901 W. Olympic Blvd., #203 (Olympic just east of San Vincente)
- Make sure employee understands they will be required to pay for parking, but Keenan will reimburse the employee

Contact the Administrative Offices to report incident

Complete the follow up procedures:

- Inspect the accident site and take photos
- Complete and sign the Employees Report Form 5020 (the employee does NOT complete or sign any part of this form)
- Complete and sign the Supervisor's Accident Investigation Report
- Send the following to the Administrative Offices
 - Form DWC-1
 - Form 5020
 - Supervisor's Accident Investigation Report
 - Photos and other supporting documents

THE SAME WORK DAY:

If an employee declines medical attention, have the employee complete a Waiver of Medical Attention form, contact the Administrative Office. Do not call Company Nurse or send the employee to Midway Industrial Healthcare Services.