

Workers' Compensation Process

To report work place injuries

Nurse Line: 1-844-847-8708

Nurse line provided by Paradigm in conjunction with Associated Benefits and Risk Consulting

Report injury to nurse line as soon as feasible

In the case of severe, *life-threatening* injury or illness

Call 911 or seek immediate care at ER/Urgent Care

Supervisor calls nurse care line

Both the supervisor and employee should call the nurse line

The nurse line will take the first report of injury and guide the employee through the process

Employees

- ✓ Return phone calls from nurse care line and adjuster
- ✓ Attend all medical appointments
- ✓ Give copy of report of workability to your supervisor
- ✓ Keep supervisor updated on medical care; give any new or revised reports of workability to your supervisor
- ✓ Stay within your restrictions!
 - At Work:
 - Only do the work assigned within your restrictions
 - Let your supervisor know if anyone asks you to do work outside of your restrictions
 - At Home:
 - Take on lighter or smaller tasks, within your restrictions

Supervisors

- ✓ Even if you are unsure if the injury will qualify for a work comp claim, report to the nurse line. Doing so often results in reduced claim costs.
- ✓ Make sure employees return phone calls from nurse line and adjuster
- ✓ Make sure employees keep all medical appointments
- ✓ Get a report of workability from the employee
 - After initial appointment
 - New or revised reports
- ✓ Remind employees to stay within their restrictions at work and at home