

Workers' Compensation

When an Employee is Injured:

- Notify Risk Management at **429-5525**.
- Complete the First Report of Injury or Illness form.
- Get an Administrator Signature.
- Make a copy of the First Report of Injury or Illness form and fax it to Risk Management at **429-5522**.
- Give employee the **pink** copy of the First Report of Injury or Illness form.
- Give employee a copy of the authorized treatment facilities list.
- Give employee the pharmacy form if he/she will be getting medical treatment.
- Mail remaining copies of the First Report of Injury or Illness form to Risk Management.