



# WORKPLACE INJURY TRIAGE AND REPORTING

MEDCOR ON-LINE USER GUIDEBOOK

**(800) 775-5866**  
**24 HOURS / 7 DAYS**  
**A WEEK**





# TABLE OF CONTENTS

## Overview

The Problem . . . . .	1
The Solution . . . . .	1

## The Triage Call Process—How it Works

When Employee Injury Occurs. . . . .	2
Placing the Triage Call . . . . .	2
Injury Assessment . . . . .	3
Treatment Recommendations . . . . .	3
Triage Report Information . . . . .	3
Referral Off-Site . . . . .	4
Post-Injury Resource . . . . .	4
Call Confirmation. . . . .	4
Injury Reports. . . . .	4
Follow-Up Calls . . . . .	4
Waiting to Speak with a Nurse . . . . .	5
Frequently Asked Questions . . . . .	6

Sample Triage Incident Report . . . . .	7
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Sample Self-Care Instructions. . . . .	8
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# OVERVIEW

## The Problem

Responding to work-related injuries is challenging:

- Employees who work alone or in small worksites have limited access to immediate medical assistance in case of injury.
- Supervisors who respond to injuries often lack proper medical training or experience to determine the seriousness of the injury and the appropriate response.
- Minor injuries such as strains and sprains that would respond favorably to appropriate on-site first aid are often referred off-site for care that is more expensive and more time consuming but no more effective.
- Off-site clinics and hospitals are often not familiar with the workplace environment, first aid options, modified duty, or return-to-work programs.
- When injured employees are referred to an out-of-network clinic or hospital, they often become caught up in a system of care that thrives on increased utilization. This can lengthen the employees' recovery time and time away from work, and it reduces the company's ability to help direct effective care.
- Companies with many sites, mobile employees, multiple shifts, and other dispersed workforces have a difficult time being notified of injuries and tracking injured employees.

## The Solution

Medcor On-Line provides a simple and effective way to address the challenge of managing work-related injuries:

- Immediate access to medical professionals for injured employees and their supervisors, 24 hours a day, seven days a week
- Sound clinical decisions about when first aid is appropriate and when referrals are necessary
- Consistent treatment decisions and documentation of injuries
- When off-site referrals are necessary, directing employees to the most effective providers, which the company pre-selects
- Prompt reporting of injuries to all designated recipients
- Consolidated reporting of all injuries via a secure website



# THE TRIAGE CALL PROCESS—HOW IT WORKS

## How It Works

Note that this service is only for *employees* who are injured at work, and should not be used for clients or customers of your company. Medcor On-Line provides triage suitable for most injuries, but is not a 911 system for life-threatening situations.

1. **When Employee Injury Occurs:** If a supervisor is on-site, the injured employee should immediately contact the supervisor. If no supervisor is available, the injured employee should contact Medcor's triage service directly.

**Always call 911 first for any potential life-threatening situations.**

Potentially life threatening conditions include:

- Choking
- Unconscious or disoriented
- Severe bleeding
- Off balance, unable to walk
- Hot, dry skin
- Seizure or convulsions
- Difficulty breathing
- Chest pain or discomfort
- Profuse sweating
- Severe abdominal pain
- **Any other problem you feel may be an emergency!**

**If 911 is called, the employee or supervisor can call Medcor On-Line after the incident to report the injury.**

2. **Placing the Triage Call:** Ideally, the supervisor and injured employee should place the call together, dialing the toll-free number listed on the front cover of this guidebook. If the supervisor is unavailable, the injured employee can call the Medcor On-Line service directly. To be most beneficial, the call should be made as soon as possible after the injury occurs.

3. **Injury Assessment:** A nurse will answer the call and speak with the supervisor first, then privately with the injured employee. Following specially-designed protocols, the nurse will determine the seriousness and nature of the injury, and the best way to address it. Medcor can access interpreters to assist with over 200 languages when necessary. Depending on the situation, the employee may be guided in first aid (“self-care”), allowed back to work, or may be referred off-site to a designated medical facility for further evaluation or treatment.
4. **Treatment Recommendations:** If the injured employee can safely return to work, the nurse will provide first aid (“self-care”) instructions to the employee. Self-care instructions may be faxed to the employee. If internet access is available at your workplace selfcare instructions may also be available online. At the conclusion of the call, the nurse will speak with the supervisor again to explain any first aid recommendations.
5. **Triage Report Information:** Whenever a triage call is placed, certain information must be collected to properly identify the employee and to complete the reporting requirements. This information is kept confidential and is only released to those who have a right to access it. This information is typically forwarded to the employer’s workers’ compensation claims administrator within minutes of the call so they can assume management of the case. The required information includes:
  - Company and facility
  - Injured employee’s name, department, supervisor, and work phone number
  - Employee’s home phone number (for the follow-up, if necessary)
  - Employee’s social security number (to distinguish records from other persons with the same or similar name)
  - Employee’s age in years or date of birth
  - Time and date when the injury occurred
  - Incident location
  - Description of how the injury occurred

6. **Referral Off-Site:** During the triage call, the nurse may determine that the employee should be referred off-site for further evaluation or treatment or the employee may request to be referred off-site. If a referral is made, the nurse will encourage the employee to go to a designated medical facility in the area, which has been pre-selected by your company. The nurse will speak to the supervisor at the end of the call to explain the referral recommendation. The nurse may also provide “interim self-care” instructions for the employee to follow until he or she sees a physician.
7. **Post-Injury Resource:** At the end of the call, the employee should be given the Medcor On-Line toll-free number so he or she can call back with any questions, or if symptoms change or worsen. This way, the employee has 24-hour access to a health-care professional.
8. **Call Confirmation:** Medcor On-Line staff will provide the caller with a unique call confirmation number. This number can be used to validate that the call was placed, and it can be used for tracking and reference purposes. Supervisors who participate in a call to the triage center should not hang up without receiving a call confirmation number. The call confirmation number is also located on the triage incident report.
9. **Injury Reports:** After each new injury call, Medcor On-Line will fax or email a triage incident report to the company’s designated recipient(s). This service is performed whether or not the employee is referred off-site. If an off-site referral is made, additional reports may be sent to the company’s designated medical facility.
10. **Follow-Up Calls:** Medcor On-Line staff members strongly encourage employees to call back with any questions, changes in conditions, or concerns. We are available 24 hours a day, seven days a week.

**11. Waiting to Speak with a Nurse:** All calls are answered first by a digital phone system which plays a brief message for callers. Listening carefully to the entire message is very important. After the recording, callers are connected with a nurse. Most of the time, a nurse is available immediately with no waiting. In rare instances, a caller may have to wait for a few minutes because all nurses are busy with other callers. If this happens, the caller has the option to remain holding or to leave a voicemail message so the next available nurse can call back. If you decide to leave a message, please provide the following information:

- Your name
- The name of the company you are calling from
- The injured employee's name
- The type of injury
- A phone number with the area code and extension where we can contact the employee
- **NOTE: If the injury appears severe, call 911 immediately!**  
**DO NOT wait on hold for a Medcor On-Line nurse.**



# FREQUENTLY ASKED QUESTIONS

**1. What is the average length of a call to Medcor On-Line?**

The average call to Medcor On-Line is 8-12 minutes including the introductory recording.

**2. How is your call center staffed?**

The call center is staffed with registered nurses 24 hours a day, seven days a week, under the direction of Medcor's full-time medical director. The Medcor On-Line medical director is board certified in emergency medicine.

**3. Do your nurses speak any other language besides English?**

If a language barrier exists, a translation service is quickly brought into the call. Over 200 languages are available.

**4. When nurses recommend self-care, can employees still request to see their own doctor?**

Absolutely. The service does not deny employees their right to medical care; however, it is intended to provide employees with expert information to aid them in making the best decision for their medical care.

**5. If a referral is made to a designated medical facility, what information do employees need to take with them?**

No further information is necessary unless your company requires specific paperwork. The Medcor On-Line nurse will automatically fax or email an injury alert form to the designated clinic prior to the injured employee's arrival.

**6. Is Medcor On-Line acting as our workers' compensation claims examiner?**

No. Medcor On-Line is a telephonic injury management service. If appropriate, the Medcor On-Line nurse will fax or email the necessary information to the claims examiner.

**7. What do we do if the injured employee is a minor?**

Parental consent is necessary prior to treating a minor. The minor's legal guardian should be contacted prior to calling Medcor On-Line.

**8. Are the calls recorded?**

All calls are digitally recorded for quality assurance and to accurately document the facts of the injury.

**9. Is the service available for non-work-related injuries?**

No, you should follow your company guidelines for non-work injuries.

**10. Should we call Medcor On-Line if a guest is injured at our location?**

No, you should follow your company guidelines if a guest is injured at your location.

**11. Should I call Medcor with billing, payment, insurance or authorization questions?**


No, Medcor is not able to answer these types of questions. Please follow your company guidelines.



# SAMPLE TRIAGE INCIDENT REPORT

<b>Medcor On-Line</b>		<i>Confidential</i>		<b>Triage Incident Report</b>			
<b>Call Confirmation Number:</b>				<b>Report Date:</b>			
				<div style="border: 1px solid black; padding: 2px;">Insurance Company Reference Number:</div>			
<b>Company Location Information</b>							
Name and Address:				Special Client Information:			
Company Phone:				Company Fax:			
<b>Employee Information</b>							
Last Name:		First Name:	Middle Initial:	Sex:	SSN:	Employee Number:	
Street Address:			City:			State:	ZIP:
Date of Birth:	Date of Hire:	Dependents:	Home Phone:	Status:	Marital Status:		
Department:			Division:			Shift:	
Supervisor:			Occupation:				
<b>Incident / Report Information</b>							
Incident Date:	Incident Time:	Report Date:	Report Time:	Incident Location:			
Date Reported to Management:				Medcor Medical Professional:			
<b>Injury and Treatment Information</b>							
Nature of Injury:				Body Part:			
Medcor Recommended Treatment:				RN Recommendation:			
Referral Recommended:				Employee Decision:			
				Designated / Preferred Medical Facility?			
				Provider Phone: Provider Fax:			
<b>Additional Safety Questions</b>							

# SAMPLE SELF-CARE INSTRUCTIONS

		<b>Self-Care Instructions</b>	
<b>Call Reference Number:</b> <b>Location:</b>		<b>Open Wounds</b>	<b>Page: 1 of 3</b>
These self-care instructions are recommended for you at this time based on the information you provided during your triage call. Please contact us if you have any questions or concerns about your condition or if your symptoms worsen.			

## Open Wounds Self-Care Overview

Are you Diabetic? Do you have a puncture wound to the foot or any other wound to the hands or feet? Both types of wounds are more likely to become infected and must be carefully watched for infection as they heal. Any wound can become infected, so it is important to look for the symptoms listed below.

## Treatment

1. Wounds should be cleansed immediately, and then twice daily with mild soap and water
2. Bacitracin antibiotic ointment should be applied after cleansing  
**! WARNING:** Antibiotic ointments containing neomycin, such as Neosporin, may cause topical allergy!
3. Gauze or a Band-Aid should be used to cover the wound.
4. Plain Acetaminophen (Tylenol) should be adequate for pain control.
5. A tetanus shot is needed if:
  - It has been over 10 years since your last tetanus shot, or
  - It has been over 5 years since your last tetanus shot AND your wound is prone to tetanus (your nurse will make this decision)

## Call back right away or see a medical provider for:

- Signs of infection:
  - Increased tenderness
  - Swelling
  - Pain
  - Warmth
- Loss of motion
- Loss of sensation
- Pus
- Discharge
- Fever
- Redness or red streaks about the wound

For further questions or concerns call	24 Hours A Day - 7 Days A Week
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These self-care instructions are intended for use only by the person they were originally issued to.

These instructions should not be used for other persons or situations without proper medical assessment and direction.

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