

# Injury Procedure

## **Injury Procedure:**

1. All injuries are to be reported immediately to the administrator. If the administrator is not on duty, then they are to be reached at home or by phone before the employee leaves his/her shift. **It is mandatory that Medcor (a triage service for injuries) is called by the administrator (if available) and the injured employee immediately at 1-800-775-5866.** An Incident Report is to be filled out and left on the administrator's desk. If the injury is extremely serious or life threatening, either call or have a coworker call 911. Notify the administrator as soon as possible.
2. Fill out an Incident Report and First Report of Injury fully describing the incident including any witnesses. These documents can be found on the E-binder on Blue step. The Incident Report is to include the nature of the injury, and how it happened. This is to be completed before or at end of shift and before leaving work.
3. Assist administrator in filling out First Report of Injury worksheet. (Administrator may or may not require assistance from employee for this.)
4. If a doctor visit and/or medical attention is required for a non-emergency situation, as instructed by Medcor, the Administrator will assist the employee with setting up an appointment with The Cottages' work comp provider. As allowed by law, the administrator may choose to attend this appointment with you. The employee is not to deny access to the doctor from the administrator. It is Idaho law and company policy that all injured employees are treated by the work comp provider chosen by the company. **If an employee chooses to see their own doctor, all expenses will be the responsibility of the employee.**
5. The employee is to return to work on the next scheduled work day unless instructions have been received from the attending physician. All work restrictions and instructions from the doctors are to be given to the administrator immediately upon receiving them from the doctor. The doctor's office will usually include the administrator in all communications; however the employee will further inform the administrator of all the details from the doctor and/or physical therapy visits.
6. Contact the administrator at least weekly for an update on your status. **This is mandatory.**