

Employee Injury Process

Think Smart. Work Safe.



What do I do if I am injured at work?

1. *****Notify administrator immediately for any injury even after hours? Don't go to the E.R. unless there is a life-threatening injury i.e. uncontrollable bleeding, head injury, unconsciousness, etc.*****
2. Administrator calls Medcor at 1-800-775-5866 (if admin unavailable, employee needs to call)
3. Medcor nurses will instruct you on what to do
4. If you need to be seen by a doctor, Medcor will also give you those instructions.
5. If the doctor orders modified duty, your supervisor needs to fill out a Modified Duty Offer Letter, both parties need to sign it and send to the home office.
6. If you have any questions, refer to your administrator



IN CASE OF WORKPLACE INJURY

**Notify your supervisor immediately.
Supervisor immediately calls:**

1-800-775-5866

**REMEMBER...If you think that it is
a serious or life threatening injury**

CALL 911