



Procedures for Employee Incident/Injury Reporting

1. Employees must immediately report the incident or injury to their supervisor.
2. Employee will proceed to the nurse's office. The nurse will give the employee an incident/injury form to complete.
 - a. Employee is to complete section 1
 - b. Supervisor is to complete section 2
 - c. Nurse/Supervisor is to complete section 3
3. The nurse will give the injured employee the "Authorized for Services" form and be directed to the nearest MBI Occupational Healthcare for medical treatment if necessary.
4. After medical treatment the employee must notified his/her supervisor and risk management within 24 hours. If the employee is unable to travel due to medical condition, employee will need to report by phone.
5. Based on the injury, the medical provider will place the employee on one of the following:
 - a. Regular Duty
 - b. No Work Status
 - c. Modified duty
 - d. Full Duty
6. Once risk management is notified of the injured employee's work status, risk management will follow up with the employee on his/her type of status and what procedures he/she will need to follow.
7. If the employee is given a prescription for his/her injury, the employee will need to follow up with risk management to obtain the form to use for filling prescription. This form will need to be picked up at risk management office.
8. Once risk management has received, both the incident injury report and the medical documentation a workers' compensation claim will be processed. The injured employee will be given information concerning his/her claim.
9. Please contact Gwen Kane in risk management at 602-347-2691 with any questions concerning procedures for reporting an incident/injury.