

Supervisor's Injury/Illness/Incident Reporting & Workers' Compensation Checklist (BSU rev. 1/31/11)



The following checklist outlines steps that supervisors should take to document incidents and/or a potential work-related injury or illness for purposes of workers' compensation. Further information regarding the reporting of work related injuries or the workers' compensation process can be found in the Supervisor's Workers' Compensation Handbook available online at:

http://www.admin.state.mn.us/risk/publications/workers_comp_agency_handbook_2008.pdf

Please note:

- In the event of a medical emergency, call 911.
- Work related injuries may require regulatory reporting. Notify your agency's Human Resource office ***as soon as possible*** of any serious, life threatening, or fatal injuries or events that result in multiple hospitalizations. Not reporting within the required time periods may result in monetary penalties.
- If you are reporting an event that does not include a reported injury or illness, please only complete items 1 through 5.

Immediate Actions

Item	Action
___ 1.	Provide employee with a copy of the Workers' Compensation Information and Privacy Statement form and ask them to review and sign the statement. Supervisor to forward signed form to Human Resources.
___ 2.	Provide employee with Employee Statement Regarding Injury/Illness/Incident form with instructions to complete the statement as soon as possible but no later than 24 hours. The employee needs to complete this form and return it to supervisor who will forward to Human Resources.
___ 3.	The supervisor completes the Incident/Injury/Illness Data Form (IDF, this form replaces the First Report of Injury or FRI) with the employee and submits it to Human Resources as soon as possible, but no later than 24 hours.
___ 4.	The supervisor needs to complete the Non-SEMA4 Employee Details Form for student employees and any other employees who are not on the SEMA4 payroll system and submit the form to Human Resources as soon as possible, but no later than 24 hours.
___ 5.	The supervisor completes the Agency Claims Investigation form and submits it to Human Resources as soon as possible, but no later than 24 hours.
___ 6.	The supervisor provides the employee with the Leave Supplement Form and asks them to review it, select an option, and sign the statement (complete even if employee is not missing work at this time to document their intention should they begin to miss work) Submit the completed form to Human Resources as soon as possible, but no later than 24 hours
___ 8.	The supervisor provides the employee with a temporary CorVel RX First Fill Prescription Information Sheet to be taken to first medical appointment. Please note: Your work location might not participate in the First Fill program. Please contact Human Resources for further information.
___ 9.	Direct the employee to the employer's designated clinic. BSU's designated clinic is Sanford Clinic, Bemidji.

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___ 10.	The supervisor needs to inform Human Resources if an employee seeks medical attention for a potential work-related injury or illness or is expected to miss work (including the use of sick or vacation leave) due to the injury or illness.
___ 11.	The supervisor needs to contact CorVel's 24 hour Nurseline (the state's managed care organization) at 612-436-2542 or 1-866-399-8541 if the injured employee is treated in an emergency room, is admitted to an overnight stay at a hospital or requires immediate surgery.
___ 12.	Document all witness statements and contact information, specifically name and phone number.
___ 13.	Secure and isolate any equipment that may have contributed to the injury. The equipment may be evaluated for potential recovery claims.
___ 14.	Obtain a copy of the <i>Report of Work Ability</i> from the injured employee if they sought medical attention for the work related injury.
___ 15.	For motor vehicle crashes only - provide employee with Department of Public Safety Crash Records Request Form and directions to complete the form. Supervisor should forward the completed form to Human Resources.

Ongoing actions until employee has fully returned to work:

___ 16.	Obtain a copy of the <i>Work Ability Report</i> from the injured employee for each appointment and forward to Human Resources.
___ 17.	If the employee doesn't seek medical attention initially, but does so at a later time, notify Human Resources immediately.
___ 18.	Provide employee with ongoing task assignments within restrictions identified in most current <i>Work Ability Report</i> .
___ 19.	Review employee timesheets to ensure that they accurately indicate any lost time due to the potential work-related injury or illness, noting specifically what the lost time was attributed to (e.g. doctor's appointment, physical therapy, restricted work activity, etc.)