

Dear Injured Worker:

Please take a few moments to read through the following information regarding the procedures for filing a Worker' Compensation Claim. It is very important that you understand your responsibilities. They are as follows:

1. YOU are responsible for reporting your injury to your supervisor as **soon** as the injury occurs.
2. YOU must **complete and sign** the Employee's Statement of Injury or Incident Form.
3. YOUR SUPERVISOR must sign the Employee's Statement of Injury or Incident Form. Omitted information may result in a delay in filing the claim.
4. Describe in as much detail as possible in the space provided how the injury occurred and the injuries sustained. You must list all body parts affected by the injury, (rt. arm, left knee, rt. lower back, etc.)
5. If your Injury requires medical attention, it is important that you go to **Caswell Family Medical Center-Urgent Care**. Hours are Monday through Wednesday 8 to 5 PM, Thursday 8 to 7 PM and Friday 8 to Noon. Injuries that occur after the above hours must go to a local emergency room. It is your responsibility to inform the medical facility that you are there for a workers compensation claim.
6. It is YOUR responsibility to forward all medical/work status notes related to your workers' compensation injury to Teresa Myers, Human Resources Assistant.
7. Workers' Compensation pays sixty six and two thirds of your salary while you are out with a doctor's note due to a work-related injury. There is a seven (calendar) day waiting period before workers' compensation benefits for lost time begins. During the seven day waiting period, you may choose to take sick leave, annual leave or leave without pay. Please be advised that if you go out on workers comp leave, payment will come from the workers' comp provider.
8. Since Workers Compensation Benefits only covers sixty six and two thirds of your salary, in accordance with policy, you may supplement your benefits with partial sick leave. See the Workers' Compensation Employee Handbook for additional information. Contact Teresa Myers for further instructions if you wish to explore this option.
10. You must keep all follow up appointments.

Please contact Teresa Myers, Human Resources Assistant at 336-694-4116 should you have additional questions regarding your Workers' Compensation injury.