

## Worker's Compensation Questions and Answers:

### **Who do I report an on the job injury to?**

- Call or email Demetri Faulkner. If she is unavailable, you can contact Tina Braswell or James Aldinger

### **What do I do in the event of a life-threatening injury or illness?**

- Call 911 and then Demetri Faulkner to notify her of the injury. In the event the employee needs emergency treatment, and an ambulance is called, the employee should be taken to the nearest emergency room, preferably St. Francis Hospital-Bartlett. Upon release, the employee should follow-up with the HR office.

### **What do I do once the injury is reported to me?**

- You or the employee complete the Injury Form and the Choice of Physicians form and send them to Demetri Faulkner as soon as possible. **All injuries must be reported the same day they occur.**

### **Where can the employee go for treatment?**

- Unless the injury is life-threatening, the employee must choose one of the physicians on our panel (see Employee Choice of Physician Form). Contact Demetri Faulkner, Tina Braswell or James Aldinger for authorization of treatment in non-emergency situations.

### **Can an employee seek treatment before notifying HR?**

- No. Demetri Faulkner must authorize the office visit and make the appointment (depending on the location) in order for it to be covered by Worker's Compensation.

### **What information is needed before HR can give authorization for a doctor's visit?**

- The Injury Form and the Choice of Physicians form unless it is a life-threatening injury or illness.

### **How will the financial secretary know how to code the employee's time sheet?**

- Demetri Faulkner will notify them.