



WORKPLACE INJURY PROCEDURES | Page 1 of 2

It is very important for you to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If you have any questions about reporting an accident, medical care, or next steps, please contact Human Resources.

WHAT TO DO IF YOU HAVE A WORKPLACE INJURY

Determine if there is a life threatening emergency!

1. Follow facility protocols for reporting emergencies and to summon emergency response.
2. Call 911 if protocols are unknown or significant threat to life exists.
3. Depending on the level of emergency, determine whether it's appropriate to first contact the employee's emergency contact for transportation or call 911.

Determine if the injury and/or illness is most likely work-related.

Not all injuries or illnesses that occur at work are work-related. Examples include:

1. Chronic medical conditions
2. Infectious diseases such as colds, flu, gastrointestinal viruses that are not related to a known work-exposure
3. Injuries without any known cause or contributing factor in the work environment

If it is likely that your medical condition is not related to a work factor, please contact your personal health care provider.

Follow routine reporting procedures.

Notify your supervisor of incident. Employees are responsible for completing the **Employee Injury Report** **immediately** or within 24 hours of injury. If the employee is unable to complete, then the supervisor or building administrator should complete the report on their behalf.

To submit an **Employee Injury Report**, login to [Frontline](#), access Frontline Central, My Forms, Forms I Can Start, and select **Employee Injury Report**.

Enter all information requested and follow the steps to submit your report.

Medical Care Options on Page 2

MEDICAL CARE OPTIONS



<i>Obtain authorization for your occupational health service visit.</i>	If medical attention is necessary, contact Human Resources to verify authorization for treatment at <u>Ascension Medical Group Occupational Health</u>. It is important to explain to the provider that the reason is related to workers' compensation. Do NOT provide your personal insurance information.
<i>Go to an Ascension Medical Group Occupational Health clinic for your visit.</i>	Ascension Medical Group St. Vincent Zionsville Walk-in Care 10801 N. Michigan Road, Suite 110, Zionsville, IN 46077 Phone: 317-344-1269, Fax: 317-344-1332 Service Hours: Occupational Health: Monday-Friday, 9am-7pm. After-hours care: Saturday-Sunday, 9am-4pm. Ascension Medical Group St. Vincent Carmel Walk-in Care 13250 Hazel Dell Parkway, Carmel, IN 46033 Phone: 317-415-6900, Fax: 317-415-6910 Service Hours: Occupational Health: Monday-Friday, 8:30am-4:30pm. After-hours care: Saturday-Sunday, 9am-4pm.
<i>Follow-Ups may be necessary depending on your medical condition and case details.</i>	If your occupational health appointments have been pre-authorized as part of your ongoing case management, you may contact St. Vincent Occupational Health/Immediate Care directly to schedule your next appointment.