

EMPLOYEE INSTRUCTIONS

- ↪ If you are injured at work and need to seek medical attention, You will need to complete an employee accident report. You must choose one of the physicians from the list of approved panel physicians. Do not go to a hospital unless it is a true emergency. Your physician will refer you if you need an x-ray.
- ↪ You must present an *Authorization to Treat* form to the doctor's office at the time of the 1st visit so they will be aware that you have a work related injury and that it is covered by workers' compensation.
- ↪ If the physician writes a prescription for you, you must stop by the central office before having it filled to obtain a Preferred Medical Network Prescription Card. This card must be presented to the pharmacy at the time you order your prescription.
- ↪ You are encouraged to schedule follow-up appointments or physical therapy for a time that is not during your scheduled work hours. If you miss work due to an appointment sick leave must be used or you may choose leave without pay. Workers' Compensation does not reimburse you for that time missed from work for physician or physical therapy appointments.
- ↪ If you are injured at work and do not feel at the time of the injury that you need to seek medical attention you still must complete an accident report. You will be asked to sign a *Refusal of Medical Treatment* form. It only means you did not wish to see a doctor at the time of your injury. **You may still seek medical attention** if your injury is not healing properly, or you feel you need to see a physician. If you are not sure, it is always best to go ahead and see a doctor.
- ↪ You must obtain a *Return to Work* form from the physician and turn it in to your supervisor.
- ↪ If your physician advises you to be absent from work due to your injury, you must notify your supervisor immediately. **You must then report to Central Office to complete the paper work for your injury** and provide a *Return to Work* form completed by the physician stating the date you will be released to return to work. When you return to work you must provide an updated *Return to Work* form stating any restrictions you may have in performing your job. If there are restrictions, your supervisor will make adjustments to your work requirements to fit the restrictions.

If you have any questions, please call:

Janet Dahlin

Central Office

770-504-2320 Ext 1110

Revised 8/14