

EMPLOYER PROCEDURES FOR ASSISTING INJURED EMPLOYEES

1. Educate employees to immediately report accidents to their supervisor, school secretary, or workers' comp designee at your location.
2. Inform employees that Haywood County Schools has a specific primary care provider (Haywood Regional Urgent Care Center in Clyde) that must be seen for injury treatment and referrals if needed.
3. In the event of a serious injury, send the injured employee directly to the emergency room and bypass the primary care provider.
4. If the injured employee requires a specialist, Haywood Regional Occupational Health Service can make a referral if necessary by obtaining authorization from the claims adjuster that will be assigned to the claim. If prescriptions are necessary, direct the employee to provide the WC Authorization report to the pharmacist. The prescription should be filled with no out of pocket cost to the employee. If any questions, the pharmacist may contact Leanna Moody or Carol Douglas at the central office.
5. Direct the employee to follow up with their supervisor immediately following every physician visit. This will allow you to remain knowledgeable of the employee's work status. Please forward all physicians' work status reports and medical documentation from the medical provider to Leanna Moody at the central office.
6. It is important that you make every attempt to provide modified duty work to get the injured worker back on the job as soon as possible. This activity can significantly reduce the overall cost of lost time claims. Please contact Leanna Moody or Carol Douglas for assistance.
7. The supervisor should fill out the accident/incident investigation report within 24 hours of knowledge for any injury resulting in medical treatment or on-site first aid. Please remember that the injured employee is **not** to fill out these forms.

If you or your employees have questions concerning workers' compensation procedures, please contact Leanna Moody at 828-456-2400, extension 2111 or Carol Douglas at 828-456-2400 extension 2114.