

Workers' Comp Checklist

- _____ Document the injury on a Form 19 as soon as possible, filling out as much information as possible. Information pertaining to salary & insurance is not necessary. That will be completed by the central office.
- _____ If the employee is going to the doctor, give them the WC Authorization/Physician's Report/Pharmacy Guide to take.
- _____ Give the employee a copy of the Employee Procedures.
- _____ Fax the Form 19 and Accident/Incident Investigation Report to Leanna Moody (828-456-2438) as soon as possible.

NOTE: If you have any concerns, questions or doubts about the employee's injury, please contact Leanna Moody or Carol Douglas at 828-456-2400.

GUIDELINES FOR REPORTING INCIDENTS AND ACCIDENTS

When an injury occurs, the supervisor should be notified immediately. A form 19 is to be completed by the supervisor or designee but must be signed by the supervisor. An ACCIDENT/INCIDENT INVESTIGATION REPORT must be **completed by the supervisor.**