

## **CHECKLIST FOR FIRST 24 HOURS OF A WORK-RELATED INJURY**

1. Provide the injured worker with a Workers Compensation Claim form (DWC-1).
2. Determine if medical treatment is needed.
3. If it is a major injury call 911 and the injured worker will be transported by ambulance to the nearest medical facility.
4. If it is a minor injury, check the employee's file for the pre-designation form. If the employee has selected a physician, and the physician has signed the document agreeing to treat the employee, send the employee to his/her designated physician. If the employee did not select a physician, he/she should be sent to someone on your Medical Provider Network (MPN) list.

### **If the employee returns to work the same day:**

5. Obtain the work status report the physician gave them.
6. Check for restrictions listed on the work status report.
7. If restrictions are listed, meet with the employee's immediate supervisor to determine if you can modify the injured employee's current job duties based on the physician's restrictions or if an alternative job is available.