

Attention Supervisors

When An Injury Occurs:

Step 1 Provide Immediate Medical Attention

- In a life threatening or emergency situation call 911.
- For less severe injuries, provide first aid and refer or transport the injured employee to your closest occupational medical provider for treatment. These occupational medical providers are familiar with occupational injuries and workers' compensation issues. A statewide list of medical providers is available @www.ceiwc.com.

It's Important to plan ahead.

Please make sure all supervisory personnel know where your selected medical providers are located.

Provider Name _____

Provider Name _____

Address _____

Address _____

Phone Number _____

Phone Number _____

Step 2 Call the Chesapeake Employers Injury Reporting Hotline Promptly

1-888-410-1400

Available 24 Hours a Day
7 Days a Week



The most important step you can take to control the cost of a claim is to report the injury immediately.

- A Chesapeake Employers representative can take all necessary information and complete the **Employer's First Report of Injury** over the phone.
- Included on the reverse side is a list of the questions that will be asked when the call is made.
- The representative can also assist in choosing a medical provider in your area and issue a prescription authorization number.
- **You can also report the injury online.** Registered policyholders with an e-services pin# can also file the First Report of Injury online at www.ceiwc.com.

This completes your initial reporting responsibility and assures the timely review of the claim, as well as appropriate payment of benefits and medical bills.

Step 3 Investigate and Document the Injury with these Steps/Forms

Accident investigation forms are found at www.ceiwc.com I am an Employer/Forms and Publications

www.ceiwc.com

- Gather the facts. Preserve any evidence or damaged equipment.
- Have your injured employee fill out and sign an **"Employee's Report of Injury Form"**
- Obtain and complete **"Accident Witness Statement Forms"**
- Obtain and complete **"Supervisor's Report of Accident Investigation Form"**
- You the employer/supervisor must complete the **"14 Week Statement of Wage Information Form"**
- Return all completed forms by mail or by fax to the Chesapeake Employers Claims Adjuster assigned to the injury claim.

Please make and keep copies of all completed forms for your records.

Step 4 Take Corrective Action

- Correct unsafe conditions
- Ensure that unsafe behavior does not reoccur.
- Our Safety Services Department can assist you with a workplace safety analysis, at no additional cost to you.

Step 5 Communicate with Your Employee and Chesapeake Employers

- If the employee is unable to return to work for an extended time, management should call the employee weekly to inquire about his/her well being and medical improvement. Stay in touch and let the employee know that you care.
- Work with the claims adjuster and nurse case manager so the employee can return to work as soon as possible.
- Utilize modified duty positions. For information regarding the importance of modified duty in the workplace, call the Chesapeake Safety Services department 1-800-264-4943.

Please copy this reminder form as needed.

Post and make available for all supervisory personnel.