

# ACCIDENT CHECKLIST

- [ ] **ENSURE** *FIRST AID* has been administered
- [ ] **PROVIDE** the following information to the employee
  - Name, address and phone number of your primary care physician
  - Direct employee to this physician for immediate treatment using *Workers Compensation ID Card*
- [ ] **REPORT** the claim to QualCare at 1-888-342-3839.
- [ ] **PROVIDE** information to the treating physician
  - Employee's Job Description
  - Copy of Injury Report describing how injury occurred
  - Statement of your position on returning employees to work
  - Availability of alternate duty; description of full duty requirements
- [ ] **INVESTIGATE** the accident
  - Secure area or equipment
  - Obtain evidence and photographs
  - Detail the events preceding the accident
  - Complete Accident Investigation Form
- [ ] **CONTACT** the employee within 24 hours
  - Reassure the employee of the employer's commitment to their well being
  - Assess employee's understanding of treatment received and disability status
  - Ask if employee has any questions [future plans, treatments]
  - Arrange for employee's supervisor to complete the Incident Investigation Form
- [ ] **COMMUNICATE** with the assigned Medical Care Coordinator or Nurse Case Manager
  - Obtain details of additional treatment and disability status
  - Communicate "Return To Work" expectations and obtain specific job restrictions
  - Discuss ongoing progress with physician
  - Discuss specific timetable for employee's return to work
- [ ] **MAINTAIN** contact with employee, Medical Care Coordinator or Nurse Case Manager and Scibal
  - Contact employee on a regular basis - express concern about return to good health
  - Discuss progress with Medical Care Coordinator or Nurse Case Manager
  - Provide Scibal with relevant employee information on an ongoing basis
- [ ] **ESTABLISH** an injury management RECORD to contain
  - Copy of injury report
  - Documentation of initial treatment
  - Employee's current Job Function Evaluation
  - Copies of medical bills
  - Log of phone conversations
  - Progress reports from physician
  - Release to Return To Work