

When a Workplace Accident or Injury occurs

Report Claims Promptly at:

Internet:

www.claimsmgmtmo.com

Toll-Free #:

1-888-805-8765

Fax:

1-636-537-1362

Post Accident Checklist:

- _____ 1. Provide immediate medical attention to injured worker and have injured worker Complete the "Employee's Incident Report".
 - a. If injury is "visible first aid" **ONLY** – then treat worker & complete the Employer Incident Form and report to CLAIMS MGMT as an "Incident Only" Claim.
 - b. If injury is more than "visible first aid" – then injured worker should be referred to Employer designated/approved Occupational Medicine provider for treatment.
- _____ 2. If Post Accident - Drug/Alcohol Testing is mandatory – Fax over "Medical Treatment Authorization Form" to Occupational Medical Provider.
This drug/alcohol test should be completed same day as accident or next business day.
- _____ 3. Send injured worker to "authorized" Occupational Medicine facility for treatment and provide Injured worker the "PMSI Prescription Card".
* IF URGENT, send injured worker to the closest Emergency Room with follow-up the next day at "authorized" Occupational Medicine facility.
- _____ 4. Complete a "Supervisor's Investigation" of injury site, including "Witness Statement(s)" – forward to CLAIMS MGMT.
- _____ 5. Secure a signed "Medical Authorization for Medical Records" from injured worker AND Complete "Light Duty Offer" form - forward to CLAIMS MGMT.
- _____ 6. Complete "Wage Statement" – forward to CLAIMS MGMT.
- _____ 7. Report Accident to CLAIMS MGMT w/in 24 hours of Employer's "knowledge" of accident.
Claim Types:
Incident Only = visible, on-site first aid only
Medical Only = minor medical treatment - medical facility – no lost time
Lost Time = lost time from work, third-party, causation issues, other
- _____ 8. Secure a "Medical Disability/Work Slip" from injured worker immediately following treatment – address light duty potential – forward to CLAIMS MGMT.
- _____ 9. Continued communication & documentation with CLAIMS MGMT until file closure.