



## **INJURED AT WORK? WORKER'S COMPENSATION PROCESS**

1. Report injury immediately to your Supervisor, Shift Lead, or House Supervisor.
2. Proceed to the Occupational Health/Emergency Department to complete the mandatory drug/alcohol test immediately after the injury occurs.
3. Complete the **Employee Injury or Illness Report** form.
  - a. Our policy states the paper work must be done within 24 hours of the event.
  - b. Turn it into your Supervisor for review.
  - c. This form should be completed regardless if you seek medical care or not.
4. If your injury requires non-emergent medical care:
  - a. Schedule an appointment to be seen by our Workers Compensation Provider at Boundary Community Rural Health Clinic at 208-267-3655 or #4401. Please mention you are a BCH employee calling regarding a work-related injury.
5. If your injury requires emergent care:
  - a. Emergent care will most likely be the exception not the norm.
  - b. Example of emergent care are: heart attack, stroke, broken bones, loss of consciousness, profuse bleeding, needle stick, blood or body fluid exposure.
  - c. ER Doctor will refer you back to BCH clinic once emergent care is given.
6. If you require medication take the First Fill Pharmacy form to your pharmacy.
  - a. Download at BHC Intranet /Human Resources /Workers comp. This will allow you to fill a prescription prior to receiving your Workers comp claim number.
7. The Medical Provider will need to complete the **BCH Medical Release** form listing any work restrictions. Please use the form located on our intranet.
  - a. Light Duty is offered to all work related injury/illness regardless of limitations.
8. If you seek medical care a representative from our Worker's Compensation Insurance Co. Idaho State Insurance Fund (SIF) will contact you about your claim.
  - a. Please cooperate with their request for medical information as this will expedite your claim.
9. Your supervisor will meet with you to investigate the illness/injury and discuss light duty.
  - a. The **Supervisor's Accident Investigation for Employee** will be completed at this time.
10. BOTH the Employee Injury or Illness Report form AND the Supervisor's Accident Investigation for Employee need to be forwarded to Human Resources within 24 hours of injury.

*Contact Human Resources with any questions about the process.*

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### **Example: Non-emergent medical care**

A CNA strains their lower back assisting a resident/patient and is experiencing pain. They cannot work the remainder of their shift. What should they do?

1. Fill out the Report of Injury/Illness form and give to supervisor.
2. Go to the ED department for the Drug/alcohol test.
3. Employee returns to work if able, or goes home to care for their back.
4. If the injury requires medical care, schedule an appointment with our Workers Compensation Provider at **BCH Rural Health Clinic at 208-267-3655 or #4401** (typically within 24 hrs).

### **Example: No medical care required**

An employee cuts their finger and only needs a band aid.

1. Fill out the Report of Injury/Illness form and give to supervisor
2. Go to the Emergency Department and take a Drug/Alcohol Test.
3. Basic first aid is performed so you will not need to be seen by a Medical Provider.

### **Example: Emergent medical care**

A RN is poked by a sharp while cleaning up ED Room 3.

1. Fill out the Report of Injury/Illness form and give to supervisor
2. Go to the Emergency Department and take a Drug/Alcohol Test.
3. Be seen by Medical Provider and follow up accordingly with the Rural Health Clinic.

**All Sharp injuries/needle sticks need to be seen in the ED Dept**