



# ACCIDENT PROCEDURE

## IF YOU ARE INJURED ON THE JOB

### YOU MUST:

- 1 Notify your supervisor immediately.** Your employer is required to file an Employer's Report of Injury or Illness form within seven days.
- 2 Seek medical treatment.** Use your company's designated physician listed below for all non-emergency injuries as soon as possible. Please give your company's policy number to your medical provider.
- 3 Keep in contact with your employer.** Continually inform your employer of your condition and work capabilities.

### YOU SHOULD:

- 1 Review your rights and responsibilities.** Workers' compensation insurance covers the following benefits for work-related accidents:
  - Reasonable and necessary medical treatment
  - Compensation for lost wages
  - Mileage reimbursement for travel to medical appointments
  - Prescription drugs
- 2 Call the WCF First Report of Injury Hotline if you have any questions:**  
1.800.561.8008

**COMPANY PHYSICIAN:** \_\_\_\_\_

**COMPANY HOSPITAL:** \_\_\_\_\_

**COMPANY POLICY NUMBER:** \_\_\_\_\_