



INCIDENT REPORTING PROCEDURES



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EMPLOYEE WORKPLACE INJURIES

Supervisor Responsibilities

1. Assess the employee, provide first aid if needed. If employee needs medical care: direct them to WorkMed, OccMed or ER if life threatening.
2. If injury is Non-Life threatening and requires medical care beyond First Aid, send employee to SLC WorkMed (or WorkMed closest to home) or to OccMed (U of U).
3. Address the hazard, secure the area and ensure that it is safe. Preserve evidence for the incident. Provide pictures of the area, witness statements, etc. to Risk Management.
4. Complete Incident Report, send a copy along with pictures to your division head **AND** to Risk Management.
 - a. Documentation is **MANDATORY** for **ALL** incidents.
5. If the employee seeks medical treatment, the Chief Medical Division Officer is required to obtain a work status note before allowing them to return to work after each appointment.
 - a. Ensure that the Chief gets a copy of every work status and is aware of any work restrictions.
 - b. If the employee has restrictions, the Chief will place the employee in a temporary transitional assignment.

Employee Responsibilities

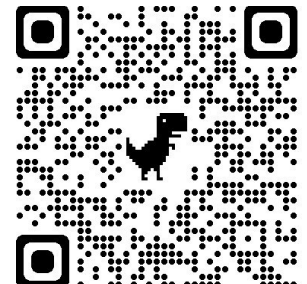
1. Notify your supervisor **AND** Risk Management immediately.
2. Complete incident report.
3. Call Broadspire, 1-877-657-1316
4. If medical care is needed: Please go to your nearest **WorkMed or OccMed**.
 - a. If After-Hours, use IHC InstaCare facilities.
 - b. If injury is severe and life-threatening, call 911 or go to the nearest ER.
 - c. ER should only be used for medical emergencies or if ALL other clinics are closed. If medical treatment is not needed immediately, go to WorkMed the next day.
5. **Follow up with WorkMed or OccMed within 24 hours if treatment was received at an InstaCare or an ER.**
6. Doctor's notes must be obtained at **EVERY** doctor visit.
 - a. Doctor notes **MUST** be given to the Chief Medical Division Officer **AND** Risk Management within **24 HOURS** of treatment.
7. It is the employee's responsibility to provide the Workers' Compensation claim number to the doctor's billing office.



WorkMed Locations



OccMed Locations



InstaCare Locations