

Workers' Compensation Checklist

Supervisor

- Notify Risk ASAP at X4605 or 928-279-2226 of any employee injury.
- If it's a bloodborne pathogens exposure, call Risk Management to identify best exposure testing location before having employee seek treatment.
- For non-emergency injuries **County** employees should call TriageNow (1-833-691-9021), and **Superior Court, JV Detention, or Probation** employees should call CorVel (1-800685-2877) before sending the employee for medical care.
- Complete Supervisor's Report of Injury (SRI) and email it to workerscomp@mohave.gov

- Contact HR to check on whether the employee may qualify for FMLA leave.
- Do not allow the employee to return without a **Return to Work** note from a Medical Professional. Employee should provide Risk with a Return to Work note, and Risk will discuss note with the Supervisor; Supervisors who receive notes should send them to Risk.
- Send copies of all medical paperwork to Risk Management immediately. Remember, employee medical information is confidential; please do not retain copies other than the Return-to-Work note.
- If an employee decides to seek medical care after initially declining medical care on the SRI, report the change to Risk Management immediately. A **Return to Work** is required any time medical treatment is sought.

Employee

- Notify your Supervisor immediately of injury; a Risk representative will contact you ASAP.
- Make sure the medical care facility you choose takes Workers Comp (not all facilities do) if you choose to go somewhere other than the facilities mentioned by Risk.
- Provide the medical care facility with the correct WC Carrier billing information. The Facility can call the contacts below to obtain a claim number to initiate the process.

All County employees except Superior Court, Juvenile Detention, or Probation

Arizona Counties Insurance Pool

1905 W. Washington Street, Suite #200

Phoenix, AZ 85009

Contact = Andrea Lester, (602)452-4523 or andrea@aciponline.org

For Superior Court, Juvenile Detention, or Probation use the billing address below

ADOA

100 N. 15th Ave., Ste. 301

Phoenix, AZ 85007

Phone - (602) 542-5218 Fax - (602) 382-2380

- Before leaving the medical facility make sure you have a **Return to Work** note from the medical provider and provide your Risk representative with the note.
- If the doctor does not release you to return to work and you believe that you will be out for more than 3 days, please notify Human Resources.

You should never receive an invoice from your Workers Comp provider. If you do, please send it immediately to the Risk Department.