

Workers' Compensation Claims

Workers' Compensation Insurance Carrier:

Policy Number:

Effective Date:

Claims Reporting Hotline:

Employee Responsibilities

- Immediately notify your Supervisor. Your Supervisor will assess the situation, assist with arranging proper medical care and begin the injury reporting process.
- Promptly cooperate with your Supervisor and your company's designated Claims Coordinator in the completion of all relevant documents.

Supervisor Responsibilities

- Immediately assess the incident and assist the Employee in seeking appropriate medical care or necessary treatment for any work-related injury. If an injury is a potential life-threatening emergency, call 911.
- Provide the Employee with the Workers Compensation Injury Reporting Form for completion (if employee is not able to complete, supervisor should complete).

Claims Coordinator Responsibilities

- Within 8 business hours, complete the First Report of Injury form and forward to your designated Ascend service representative or to claims@ascendib.com or complete the First Report of Injury form and report it directly to the **Hotline number above**. (In the event you choose this option please forward copies of the First Report of Injury to Ascend Insurance Brokerage as soon as possible).
- Within 24 business hours, complete an Accident Investigation Form and email or fax to your designated Ascend service representative.

Referring the Employee for Medical Care

- Ascend Insurance Brokerage suggests you partner with a local clinic and/or hospital that specializes in Occupational Medicine and is familiar with the Workers Compensation process. This will ensure that when an employee injury that requires medical attention occurs, procedures will be in place and you can take action immediately. Immediate action is key in mitigating all losses.
- Employees who experience an aggravation or re-injury of a previous work-related injury should be directed for medical treatment to these facilities immediately as well.
- Forward all medical bills to the insurance company for payment.

Returning the Employee to Work

- The Medical Provider must complete a report of workability and provide it to the Employee and your company's claims coordinator. The report of workability will indicate when the Employee can return to work and whether job modifications are required to accommodate physical restrictions. The Employee will provide a copy of the report of workability to the Supervisor.
- Employees without restrictions can return to their usual work duties.
- If the Medical Provider imposes work restrictions, the Supervisor and your company's claims coordinator will review the job modifications that are required to comply with the restrictions. Every effort will be made to accommodate the employee's restrictions. If work is available within the restrictions, the Employee will return to suitably modified work. The supervisor will monitor the Employee's recovery on a weekly basis and report the Employee's recovery progress to the claims coordinator.

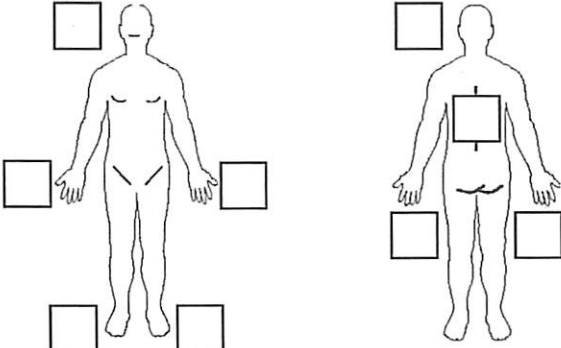
Employee Incident Report

Full Name of Employee:			
Address of Employee:			
City:	State:	Zip:	Social Security Number:
Phone:	DOB:	Email:	
Department:	Job Title:	Length of Employment:	

Incident Overview

Date of Incident:	Time of Day Incident Occurred:
Location of Incident:	Day Incident Occurred:
Describe exactly what happened and how the incident occurred. Include details pertaining to equipment, environment, work location, work title, etc.:	

Indicate of the diagram provided the location of the employee's injury (ies):



Was first aid administered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, by whom?		
Did the employee go to the hospital?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, which hospital?		
Did the employee go to the clinic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, which clinic?		
Did the employee see a physician, chiropractor, nurse practitioner, or seek other medical attention?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who witnessed the incident?		
How much time did the employee miss because of this incident?		
What actions does the employee intend to take to avoid this in the future?		
Does the employee have additional regular employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of applicant:	Date:	

Injured Employee Return to Work Resources – Injured Employee Checklist

The following information may help you recover from your injury and resume your normal activities, including going back to work as soon as possible.

Give all of the following information to your doctor:

- Insurance claim number
- Your State WC Division Claim number (if applicable)
- Insurance adjuster's name and telephone number
- Information about your regular job or other work opportunities
- Your employer's name and telephone number

Talk with your doctor:

- Go to all your medical appointments.
- Follow your doctor's directions carefully.
- Talk to your doctor to see if you can continue to work, even if you have some restrictions
- Tell your doctor about your job and, if possible, provide a job description to help your doctor understand your work.
- Talk to your doctor to make sure you completely understand what you can and cannot do while you are recovering.
- Comply with the medical restrictions set by your doctor, at home and at work.

The benefits of going back to work:

- By continuing to work during your recovery, you will heal better and faster than if you remain off work for a long period of time.
- By continuing to work within your medical restrictions, you are helping yourself recover. Appropriate work can be part of your medical treatment.

Stay in touch with your employer:

- Keep your employer informed and up to date on your recovery and current abilities.
- Work with your employer so that you can return to productive work as soon as medically possible. Follow all company policies and requirements about workers' compensation injuries.
- Talk to your employer about work you could continue to do throughout your recovery.
- Help your employer determine what work you can do while you are getting better.
- Keep checking with your employer if work within your restrictions is not immediately available. As you recover, the situation may change.
- Notify your employer immediately if your work status changes.
- Be sure to let your employer know about any concerns or problems you have that are related to your health and job assignments.