
Supervisor's Incident Reporting & Workers' Compensation Checklist

Please note:

- Notify your agency's Workers' Compensation Coordinator (if unsure contact Human Resources office) as soon as possible of any serious, life threatening, or fatal injuries or events that result in multiple hospitalizations. Not reporting within the required time periods may result in monetary penalties.
- All forms and information are available Online at: <http://mn.gov/admin/government/risk/resources/>

Forms for all events (including no injury/illness) to be sent to WC Coordinator with in 24 hrs.

- **Workers' Compensation Information and Privacy Statement** form.
- **Employee Statement regarding injury/illness/incident.**
 - How to guide.
- **Incident/Injury/Illness Data Form.**
 - How to guide.
- **Agency Claims Investigation.**

Immediate Actions

- Call the 24/7 Work Injury Nurse Line at 844-235-2055 immediately after a workplace injury for the employee to speak with a registered nurse and to report employee sought medical care. 911 FOR MEDICAL EMERGENCIES.
 - Immediate in person care can be directed to an in network clinic. Please refer to your workplace employment postings or contact your WC Coordinator for CorVel in network clinics.
 - Provide the **Report of Workability** form to bring along.
 - Provide employee with temporary **CorVel RX First Fill** pharmacy card to be taken to first medical appointment. Please note: your work location might not participate in the First Fill program. Please contact your WC Coordinator for further information.
 - Update WC Coordinator if an employee seeks medical attention or is expected to miss work (including the use of sick or vacation leave) due to the injury or illness.
- Review and complete the **Leave Supplement** Form. Send completed form with in 24hrs to WC Coordinator.
- Review and complete the **Workers' Compensation Employee Information Packet.**
 - Employee Information Packet introduction
 - Notice of Enrollment in a Certified Managed Care Plan
 - CorVel's 24/7 Work Injury Nurse Line
 - Telehealth Option
 - Letter to State Employees (to bring to health care provider)
 - CorVel Managed Care Plan Instruction Brochure
 - CorVel Managed Care ID Card
 - Managed Care Pharmacy Directory
 - Injured Workers' First Fill Prescription Information Sheet
 - Report of Work Ability form
 - Life Matters (EAP/Life Program)
- Obtain photos and map of slip and fall locations.

- Document all witness statements, names and phone numbers.
- Secure and isolate any equipment that may have contributed to the injury. The equipment may be evaluated for potential recovery claims.
- Obtain a copy of the **Report of Work Ability** from the injured employee if they sought medical attention for the work-related injury.
- For motor vehicle crashes only - provide employee with **Department of Public Safety Crash Records Request Form** and directions to complete the form. Supervisor should forward completed form to WC Coordinator.
 - Verify other party name, contact information, insurance provider and insurance information to provide to the WC Coordinator.

Ongoing actions until employee has fully returned to work:

- Verify a **Report of Work Ability** from has been received from each appointment and turned into the WC Coordinator or assigned CorVel nurse case manager.
 - Provide employee with ongoing task assignments within restrictions identified in most current Report of Work Ability.
- If the employee doesn't seek medical attention initially, but does so at a later time, notify your workers' compensation coordinator immediately.
- Review employee time sheets to ensure that they accurately indicate any lost time due to the potential work-related injury or illness, noting specifically what the lost time was attributed to (e.g. doctor's appointment, physical therapy, restricted work activity, etc.). Include proper FMLA (Family Medical Leave Act) coding if the leave qualifies under FMLA. Contact your WC Coordinator for more information.