

A STEP BY STEP GUIDE FOR **SUPERVISORS** EMPLOYEE'S WORK INJURY



Occupational safety is a top priority at Service Oklahoma, but when at-work injuries occur employees need quick access to treatment.

Listed below are the first response guidelines in case of a work-related injury or illness.

First Response:

- 1) **If a work-related injury is serious or life-threatening, please call 911 immediately** so the employee may be transported to the nearest hospital emergency room for immediate assistance.
 - In the case of emergency care, the employee may go immediately and will not need a pre-authorization form.
- 2) **For non-life threatening/non-urgent Injuries, please reach out to Human Resources & Facilities as quickly as possible and submit the Incident Report form.**
 - HR will then provide the employee with the list of facilities and the pre-authorization form needed to seek treatment.
 - The employee will also be provided with a list of participating pharmacies.
 - An appointment is not needed to seek treatment at an approved facility, but the employee must have a pre-authorization form for the initial visit.

Human Resources: serviceok-hr@service.ok.gov

Facilities: SOKFacilities@service.ok.gov

Employee Forms for HR & Facilities:

Worker's Compensation Refusal of Medical Treatment or Observation Form (optional)

- The employee should complete if they wish to decline treatment and email this form to HR as quickly as possible, but **no later than 72 hours of the incident**.
- An employee signing a refuse-to-treat form is not necessarily waving their right to seek treatment later.
- The incident may still be investigated for occupational safety concerns.

Incident Report Form

- The employee will complete and email this form to HR as quickly as possible, but no later than 72 hours of the incident.

Work Related Injury/Illness Leave Election Form

- The employee will complete and email this form to HR as quickly as possible.
- This form advises HR on how you would like to deal with your compensation for the time missed.
 - ♦ The employee may choose to enter their leave for time missed due to a work-related injury as Leave without pay (LWOP), even if they have paid leave time available.
 - ♦ The employee should be aware, however, the first three (3) calendar days of absence are **not** compensated by the workers' compensation.
 - ♦ Subsequent appointments (follow-up, physical therapy, etc.) are also **not** compensated for by workers' compensation.
 - ♦ Only those employees who are temporarily totally disabled (TTD) for more than 3 days due to an at-work injury or illness may be reimbursed for **70%** of their time off.
 - ♦ There may be additional considerations, please contact Human Resources for more information if an employee elects to use LWOP.

Authorization For Initial Treatment Form

- HR will complete and give this form to the injured employee immediately following notification of the incident.
- The employee will bring this pre-authorization form with them to one of the authorized providers (urgent care).

Return to Work Status Reports

- The employee must submit a copy of all return-to-work status reports, received at each of their medical appointments, to their supervisor and HR.

Employee Forms and Resources for the Provider or Pharmacy:

Initial Treatment Providers

- A list of authorized providers of where an employee may be treated sorted by location.

Gallagher Bassett Services, Inc. – Authorization for Release of Information (HIPAA Complaint)

- The employee will complete and bring this form with them to one of the authorized providers (urgent care).
- This form is for the employee to provide authorization to the provider (urgent care) to release medical records to Gallagher Bassett. (Gallagher Bassett manages the State's Worker's Comp cases.)

Occupational Injury Temporary Prescription ID Card & List of Participating Pharmacies

- The employee will complete and bring this form with them to one of the authorized pharmacies.

Supervisor Forms for HR & Facilities:

Worker's Compensation Incident Investigative Report Form

- HR will complete page 1 of this form.
- The supervisor will complete page 2 of this form and email it to HR as quickly as possible, but no later than 72 hours of the incident.
- **A claims adjuster will not be assigned, and the claim cannot be paid until the Incident Investigation Report is submitted.**

