

Instructions:

1. Employee completes “Employee’s Work Injury Report”.
2. Supervisor completes “Supervisor’s Investigation Report”.
(The reports above must be sent to Human Resources at Central Office within 24 hours of injury.)
3. Employee takes “Work Related Injury Information” sheet with them to the doctor.
4. Employee should use the First Fill Card on the “Work Related Injury Information” sheet if a prescription is needed.
(This will prevent out of pocket costs.)