

Post Injury Checklist

Time Frame for Workers' Compensation

Immediate

- Injury Reported to Supervisor Employee Policies
- Address Injury
 - First Aid First Aid Protocol, if applicable
 - Medical Treatment Provider Selection, MCO ID Card, Medco 14
- Documentation of injury/incident Employee Policy, Injury Reporting Kit

First Day

- Claim reported to MCO/TPA/BWC (outside treatment) Injury Reporting form, Injury Reporting Kit
- Discuss claims procedure with employee Employee Policies
- Conduct Injury Investigation Investigation Form, Injury Reporting Kit
- Follow up with employee after medical treatment Employee Policy
 - Confirm Return-to-Work status Treatment/Office Notes, Medco 14 Form

First Week

- Physician and Employee communication
 - Diagnosis/Prognosis confirmation TPA/MCO Assistance
 - Treatment Plan/Plan of Care Treatment/Office Notes
 - Work Restrictions Treatment/Office Notes
 - Transitional Work Plan Medco 14 form, Job Analysis
- Address BWC allowance decision Employee Policy
- TPA Assistance

First Month and Ongoing

- Re-evaluate Diagnosis and Prognosis Treatment/Office Notes
- Re-evaluate and update Return-to-Work plan Medco 14 form
- Consider exam (IME) or file review (IMR) for clarity TPA/MCO Assistance
- Maintain contact with employee Employee Policy