

DEPARTMENT OF NATURAL RESOURCES

WORK RELATED INJURY AND ILLNESS PROCEDURES

September 18, 2008

IF YOU ARE INJURED ON THE JOB OR EXPERIENCE A JOB RELATED ILLNESS

YOU MUST:

- 1 Get first aid or emergency medical treatment immediately if appropriate.
- 2 Contact your supervisor as soon as possible and describe your condition to him/her.
- 3 Follow your supervisor's directions on how to obtain additional medical treatment.
- 4 Inform the health care provider that your injury or illness is work related and that the state's workers compensation carrier is the Workers Compensation Fund (WCF).
- 5 Complete the First Report of Injury form that your supervisor will provide to you and return the completed form to him/her as quickly as possible.
- 6 Provide your supervisor with a statement from your health care provider that describes the nature of the impact the Injury or illness will have on your ability to report to work and/or perform your normal duties.

YOU SHOULD:

- 1 Become familiar with your rights. Workers' compensation insurance covers the following expenses: reasonable and necessary medical treatment, compensation for lost wages, mileage reimbursement for travel to medical appointments, and prescription drugs.
- 2 Update both your employer and your WCF claims adjuster whenever you receive additional information regarding the status of your injury/illness or your ability to perform your regularly assigned tasks. Include your claim number on all correspondence. Remember that it is a felony to collect workers compensation benefits through fraudulent pretenses. Call WCF if you have questions.

Workers Compensation Fund: 385-351-8010 or (toll free) 800-446-2667