



SUPERVISOR'S REPORT OF INJURY INSTRUCTIONS

Injury-No Treatment Required

1. SUPERVISOR downloads and completes Supervisor Report of Injury Form (do not have employee fill out).
2. Have employee sign.
3. Supervisor to send copy to Risk indicating no treatment sought at this time. Instruct employee to return for copy of Report of Injury form if treatment is required.
4. Go to line 4 of the 'Treatment Required' instructions once employee requests copy of Report of Injury form.

Injury—Treatment Required

1. SUPERVISOR downloads and completes Supervisor Report of Injury Form (do not have employee fill out).
2. Have employee sign.
3. Give copy of Report of Injury form to employee. Keep a copy of form and forward (e-mail or FAX) to Risk without delay.
4. Provide Prescription form to employee.
5. Direct employee to appropriate facility (**ER is LAST RESORT**).
6. Inform employee of light duty.
7. Require work status slip after all physician visits—turn into Risk.