ON THE JOB INJURY PROCESS

MINOR INJURY
1st Aid Treatment or Less

Report Injury to Supervisor

Contact MedExpress for on-site treatment

MedExpress transports

Contact
MedExpress
for on-site
treatment

Complete Incident Report & submit to supervisor
(obtain on 4J website or from site office)

Nobody

There is NO claim if MedExpress treats ONLY up to 1st Aid

Report Injury to Supervisor (if serious injury, see doctor 1st)

Get treated for injury Options:
Cascade Health
Private Doctor
Urgent Care
Emergency Room

1. Give site office copy of Doctor’s Work Release
2. Call HR & give work status (Regular Release, Work Restrictions, Off Work)

Return to Work
(If released to work with restrictions, Supervisor & HR will work together to accommodate)

Injury Prevention Plan
(Supervisor & Injured Worker collaborate & document a plan)

Supervisor or Site Office submits Incident Report to HR

Complete & submit 801 form (obtain from HR)

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Claim Starts

HR completes bottom of 801 form & sends to Saif

7/25/16sa

Reference: http://www.4j.lane.edu/hr/risk/workerscompl/ (To find out: 1. What is considered 1st Aid, MedExpress)