Injury Occurs and should be reported immediately

Supervisor gives employee claim filing packet

Employee seeks medical treatment from an Occupational Health physician, urgent care center or emergency room and provides physician with proper forms.

Supervisor completes internal incident report and provide original to the Health & Safety Department

Employee completes/signs the accident report and returns it to supervisor

Supervisor reviews the information provided by the employee on the accident report for validity and sends to Health & Safety Dept.

Health & Safety reviews all information and completes the employer's portion of the accident report and sends all documents to Tribal First

Physician releases employee to work with or without restrictions.

Employee is released to work without restrictions

If modified work is not possible employee remains off work and continues treatment.

If applicable, employee is offered modified work.

Employee should have weekly contact with Supervisor and Health & Safety while off work.

Employee must always have authorization from the physician to be off work.

Employee may not take leave while claiming time loss benefits.

Employee reports to duty and supplies supervisor and Health & Safety with a copy of restrictions.

Employee rechecked by physician and released to work with no restrictions

All information & correspondence must be sent to Tribal First