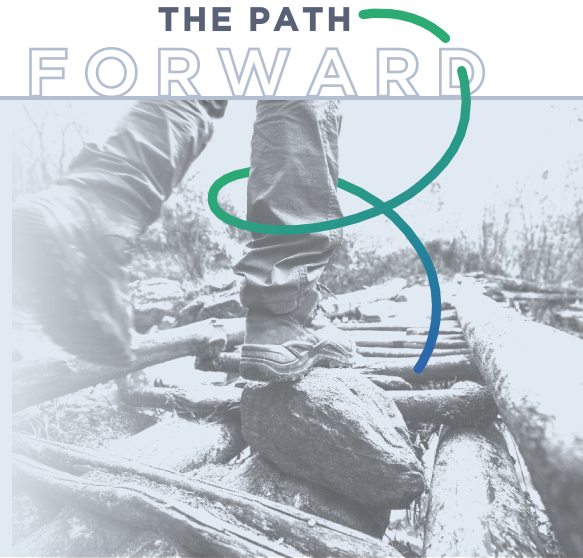


# Supervisor *procedure checklist*



## 6 steps to take

### 1. If injury is serious or life threatening, call 911 immediately. Administer first aid, if trained.

- If necessary, injured worker seeks prompt medical attention with a Preferred Medical Provider in your Managed Care Organization's (MCO) network.

### 2. Report and Investigate

- Injured worker completes the appropriate incident report (general accident report or occupational disease report)
- Supervisor gathers witness statements, where appropriate
- Supervisor reviews the incident for "Common Warning Signs" (see reverse)
- Supervisor completes the "Supervisor's Investigation Report" or statement
- Supervisor submits paperwork to Workers' Comp Coordinator within 48 hours

### 3. Obtain medical documentation

- Supervisor requests medical documentation such as the Ohio Bureau of Workers' Compensation (BWC) MEDCO-14, which will provide a diagnosis, relationship to injury, and any work restrictions.
- Supervisor and/or Workers' Compensation Coordinator encourage employee to return physician's paperwork same day, if possible.

### 4. Meet with Workers' Compensation Coordinator to discuss plan of action

- Identify a position, possible duties or tasks, within physician's restrictions to allow for offer of transitional duty before calendar day 8 of disability.

### 5. Return to work protocol - Supervisor and/or Workers' Compensation Coordinator

- Obtain a written list of physical or hourly restrictions from the physician, if the injured worker is released to restricted duty.
- Make a formal written offer of transitional duty to employee by certified mail and USPS, or make offer face to face.
- If offer is being made face to face:
  - Present offer in writing
  - Provide a witness at the meeting
  - Document meeting
- Notify Sedgwick when offer is made, accepted or refused and injured worker returns to work.

### 6. Maintain contact with injured worker - Supervisor and Workers' Compensation Coordinator

- Establish regularly scheduled mini-conferences, to include the MCO Transitional Duty Case Examiner, Workers' Compensation Coordinator, Supervisor and injured worker to assess status and progress.
- In order to assist the employee from transitional duty to his regular position, request updated medical forms (MEDCO-14) to be completed by the physician with regular office visits.
  - Suggestion: Injured worker can submit to Workers' Compensation Coordinator when he picks up his paycheck.
- Obtain full duty release, in writing, from physician of record.
- Make a formal offer of transitional duty to employee, in writing, by certified mail.
- Notify Sedgwick when restrictions are decreased or injured worker is released to full duty.