Any employee who sustains a work-related accident/injury **must**: [](http://www.bing.com/images/search?q=work+place+injuries+clip+art&view=detailv2&&id=5BBBAD322EB9525847C9C126E1EA7C5EDBC21700&selectedIndex=32&ccid=/i5MM1Pz&simid=608021787780254832&thid=OIP.Mfe2e4c3353f3dc0cf948dc3dda699854H0)

* Immediately report the accident/injury by calling the **24/7 Employee Injury Call Center at**

**877-764-3574.** In the event of a serious injury – please immediately report to the Emergency Room

* Notify supervisor/department manager in charge or if neither is available, the Nurse Supervisor at x2454
* Complete an Employee Incident Report (found within this packet or on Sharepoint under Employee Resources, then Employee Injury) and forward to Human Resources

**What happens next?**

* The 24/7 Call Center Triage Nurse will work with you to help determine the appropriate treatment for your injury
* If follow-up care is determined necessary, a referral will be given to an HRRMC designated provider; which could be any HRRMC ED physician, Dr. Thomas White (BV Health Center) or Dr. Andrew Jonassen (HRRMC Medical Clinics/Ortho Total Joint)
* If restrictions or accommodations are recommended by the designated provider, the employee must turn those in to their Manager and Human Resources immediately
* Communicate with your supervisor and HR, provide them a copy of the report given to you by the physician, and return to work unless the physician has advised you not to or your supervisor has indicated that they are not able to accommodate your restrictions

**If you have any questions during the process, please contact Human Resources at**

**719-530-2219 or 719-530-2380**

\*See frequently asked questions on next page\*



**FREQUENTLY ASKED QUESTIONS (FAQs)**

**What information do I need to tell the clinic the first time I go (Do I give them my insurance card)?** Once you have talked to the 24/7 nurse line, you will be given a claim number. You will then bring this claim number to the designated provider. Likely the 24/7 nurse has already contacted the clinic to notify them you will be coming in. Please do not provide the provider’s billing department with your private insurance information. If the provider has any questions regarding this procedure, please ask that they contact CorVel at 720-250-0700.

**What about follow-up Physician or Therapy visits – am I paid for those?** Please attemptto schedule your follow up appointments outside of your normal working schedule, however, if that can’t be avoided and you do go to your medical appointments during your normal working hours, please remain clocked in for this appointment

**What happens after my initial doctor visit?**

Your medical care provider will assess the extent of your injury and determine:

• if additional medical treatment is needed

• if you can go back to work with or without restrictions

• when you will be able to return to work, if you cannot return right away

**What if my medical care provider says I cannot perform all of the duties of my job?**

Your supervisor and Human Resources will assist you with work modifications or in finding temporary duties within your physical restrictions. Please note: sometimes this alternative work is not available right away, or may not be available at all or for the total number of hours you regularly work each week.

**When will workers’ compensation benefits begin?**

There is a three-day waiting period before workers’ compensation benefits begin. You can use your PTO time to be paid for those three days. If your injury is severe enough that you miss 14 or more days from work, the three-day waiting period will not apply and workers’ compensation benefits will begin as of the first workday after the day you were injured.

**What if I do not understand what is happening or what I need to do?**

If at any time you have any questions regarding your claim, please contact CorVel at 720-250-0700. They are available to assist you with any problems or confusion that you have during your recovery.

**Where can I get more information?**

Some helpful websites for you to visit at your leisure are:

CorVel Corporation: <http://corvel.com>

Colorado Division of Workers’ Compensation: <https://www.colorado.gov/pacific/cdle>

This document is meant to be a guide to the process and does not contain all of the information on procedures and entitlements relating to the Colorado Workers’ Compensation Act. Your specific adjuster information is on the letter you will receive from CorVel.

**If you have any questions, please contact Human Resources at**

**719-530-2219 or 719-530-2380**