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|  PROCEDURE FOR POTENTIAL WORK-RELATED INJURIES | NO. |
| In the event that an employee feels they may have sustained an injury while on duty, the employee should follow the steps as listed below to ensure prompt completion of paperwork and follow-up: 1. Employee should report potential or probable injuries to their supervisor. If the employee’s supervisor is not in the facility at the time of the injury, the employee should report to the Administrator or, in the Administrator’s absence, the nurse on duty. Employee should never leave the facility from their shift without telling an employee in a supervisory position about the possible injury.
2. Employee should allow the facility nursing staff to provide immediate first-aid as needed.
3. Employee should complete an *Employee Incident Report* prior to leaving the facility form their shift. Ensure that the incident report is given to the Administrator or placed in the Administrator’s mail box.
4. If the injury is such that staying for the rest of one’s shift may lead to further injury, the employee should make arrangements with their direct supervisor, the Administrator, or the charge nurse on duty for a replacement to be found, if needed, so that the employee may go home to begin recuperating from the alleged injury.
5. When the employee returns home, they should make efforts to attempt to resolve the injury by applying applicable home remedy (i.e. heating pad, ice pack, muscle relaxing creams, etc.).
6. If, after trying to resolve the injury by using the steps listed above, the injury presents as needing medical attention, the employee will contact the facility Administrator to give an update on the status of the injury.
7. The Administrator will then give clearance, as appropriate, to treat the injury as a *potential* work-related injury claim. Please note, however, that the decision as to coverage for medical appointments and/or procedures is up to the facility’s worker’s compensation organization.
8. The facility will make arrangements with Winning Wheel’s designated physician (who is familiar with facility employee positions and job tasks) to see the employee. Proper paperwork will be prepared by the Administrator to accompany the employee to their appointment.
9. The employee will be responsible for bringing the Administrator receipts, progress notes, or physician’s orders specifying work restrictions on a timely basis. These items will be sent to the worker’s compensation organization with employee consent for processing and for a decision as to whether it will be covered as a worker’s compensation claim or not.
10. The employee will be responsible for keeping the Administrator informed of follow-up medical appointments and/or procedures.
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| Approved: | EffectiveDate: | RevisionDate: 3/17 | Change No.: | Page: 1 of 1 |