



Majestic Mountain Bookkeeping
Payroll & Bookkeeping Services

WORKERS' COMPENSATION CLAIMS REPORTING PROCEDURES

In case of injury, call Majestic Mountain Bookkeeping for the clinic closest to your location. In the event of a life-threatening injury, proceed to the nearest medical facility or call 911 for assistance. Majestic Mountain Bookkeeping must be notified within 24 hours of all accidents/injuries. If the claim does not qualify for Workers Compensation, you will be responsible for incurred costs.

DURING NORMAL BUSINESS HOURS

Injured Employee's Responsibilities: <ul style="list-style-type: none">• Notify supervisor/foreman of the accident/injury/illness.• Seek medical treatment immediately at an approved Medical Clinic. In the event of a life-threatening situation, proceed to the nearest medical facility or call 911 for assistance.• Provide your work status to your	Supervisor's Responsibilities: <ul style="list-style-type: none">• Contact Majestic Mountain Bookkeeping IMMEDIATELY at (623) 687-9963• Ensure that the employee is transported to a proper facility to receive treatment.• Report details of accident/injury/illness to Majestic Mountain Bookkeeping.• Advise Red Mountain Payroll & Bookkeeping of work status of the employee after receiving treatment.
AFTER NORMAL BUSINESS HOURS	

Injured Employee's Responsibilities: <ul style="list-style-type: none">• Proceed to the nearest medical facility.• Report the accident/injury/illness to your Supervisor/Foreman as soon as possible—no later than the next business day.• Provide your work status to your supervisor/foreman after receiving treatment.	Supervisor's Responsibilities: <ul style="list-style-type: none">• Report the injury/accident/illness to Majestic Mountain Bookkeeping the next business day or call the Benefits Department at (623) 687-9963, and leave a voice mail message indicating all details of the injury.
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WORKERS' COMPENSATION RETURN TO WORK POLICY

Employee Responsibilities

At the time of the injury or accident:

- Even if you do not require professional medical assistance, you must still report the details of any job-related injury/accident/illness to your supervisor/foreman of the injury/accident/illness no later than the end of your work shift. Failure to do so could result in the claim being delayed or denied.
- Your supervisor will direct you to an approved Occupational Medical Clinic for the initial consultation.
- Advise the doctor that modified duty jobs may be available.

After the doctor releases you to return to any type of work:

- You must report to work immediately and inform your supervisor of any physical restrictions or conditions.
- The doctor must provide your supervisor/foreman with a work status report within 24 hours.
- You may be transferred from your original work setting, depending upon work availability. Pay will be at the rate of the new job classification. Majestic Mountain Bookkeeping will contact you if you are entitled to additional wage benefits. Your regular work hours and/or days off may be changed.
- You are required to schedule doctors' appointments around work schedules whenever possible. Physical therapy is usually available early morning or evenings.
- If you are assigned to a temporary position, you must report to the supervising manager of the assigned department.
- Failure to participate in approved assignments may result in suspension of workers' compensation wage benefits.

If you are unable to report for any kind of work:

- **You must provide your supervisor and Majestic Mountain Bookkeeping with your current telephone number and address.**