



## WORKERS' COMPENSATION CLAIMS REPORTING PROCEDURES

In case of injury, call Red Mountain Payroll & Bookkeeping Services, Inc. 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. Red Mountain Payroll & Bookkeeping Services, Inc. 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

<p><b>Injured Employee's Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Notify supervisor/foreman of the accident/injury/illness.</li> <li>• 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.</li> <li>• Provide your work status to your</li> </ul>	<p><b>Supervisor's Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Contact Red Mountain Payroll &amp; Bookkeeping Services, Inc. IMMEDIATELY at (480) 634-5068</li> <li>• Ensure that the employee is transported to a proper facility to receive treatment.</li> <li>• Report details of accident/injury/illness to Red Mountain Payroll &amp; Bookkeeping Services, Inc..</li> <li>• Advise Red Mountain Payroll &amp; Bookkeeping of work status of the employee after receiving treatment.</li> </ul>
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### AFTER NORMAL BUSINESS HOURS

<p><b>Injured Employee's Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Proceed to the nearest medical facility.</li> <li>• Report the accident/injury/illness to your Supervisor/Foreman as soon as possible—no later than the next business day.</li> <li>• Provide your work status to your supervisor/foreman after receiving treatment.</li> </ul>	<p><b>Supervisor's Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Report the injury/accident/illness to Red Mountain Payroll &amp; Bookkeeping Services, Inc. the next business day or call the Benefits Department at (480) 634-5068, and leave a voice mail message indicating all details of the injury.</li> </ul>
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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. Red Mountain Payroll & Bookkeeping Services, Inc. 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 Red Mountain Payroll & Bookkeeping Services, Inc. with your current telephone number and address.**