

# Work Comp Procedure



Injuries need to be reported within 24 hours of the incident



Scenario:

Kermit gets injured while working on the job.

- 1.) Kermit needs to fill out the First Report of Injury Report. He is able to get this form with the building secretary. Filling out numbers 1 - 34 & 43 to list a witness is applicable.
- 2.) The building secretary will send this form to Human Resources. Shortly after Kermit will be expecting an email from Human Resources explaining the next steps and how to contact Ram Mutual for further assistance.
- 3.) Kermit feels that his injury needs to be evaluated by a medical provider. Upon Kermit's appointment he will need to inform his provider that he is there for a work comp injury.
- 4.) Kermit has been informed he will need further treatment or testing done. Kermit will need to have prior approval from Ram mutual Insurance Company for it to be covered by workers' compensation.
- 5.) Kermit will need to bring any doctor notes to HR's attention & before Kermit can return to work, he needs to be cleared by his medical provider stating so in the proper documentation.

RAM MUTUAL INSURANCE

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