



WHAT TO DO WHEN AN EMPLOYEE GETS HURT

First and foremost, evaluate the need for medical assistance. For emergencies, immediately call 911. For non-emergency situation, contact and coordinate care with pre-arranged medical facilities.

SERIOUS INJURIES (IN NEED OF EMERGENCY MEDICAL CARE):

- **Call 911 or transport the employee to the nearest Emergency Room**
- Provide the employee with a “**Letter of Insurance**” which has all the insurance information that the medical provider will need. This letter is available at <https://allstaffpayrollservices.com/employers/>
- Immediately Contact Allstaff Payroll, Inc. to report the accident

NON-SERIOUS INJURIES:

- **Send the employee to an approved, in-network, medical provider.**
- Provide the employee with a “**Letter of Insurance**” which has all the insurance information that the medical provider will need. This letter is available at <https://allstaffpayrollservices.com/employers/>
- In-Network Providers can be found online: <https://www.goperspecta.com/VPD/broadspire/public/ProviderSearch/Main> Then “Find A Doctor by Location”
- In-Network care helps ensure prompt and efficient care for employees and expedites Worker’s Compensation medical bill payments.
- Immediately Contact Allstaff Payroll, Inc. to report the incident.

DRUG SCREENING:

- **ALL EMPLOYEE INJURED ON THE JOB ARE REQUIRED TO HAVE A 5-PANEL DRUG SCREENING WITHIN 48 HOURS OF THE ACCIDENT.**
- Contact Allstaff Payroll if you need assistance locating a drug testing facility for an employee that does not require immediate medical care.

PREPARE AND SUBMIT

- **First Report of Accident or Injury** – The Company Owner or Manager should complete this form. The forms are specific to the state where the business is located, and available on-line at <https://allstaffpayrollservices.com/employers/>. Send a copy of this report to Allstaff Payroll within 48 hours of the accident.
- **Additional Information** – Medical reports, work status information, follow-up medical appointments should be provided to Allstaff Payroll as quickly as possible.
- **Written Statement(s)** – The injured employee should provide a written statement stating what happened, where it happened, and what led up to the injury. If there were any witnesses to the accident, ask them to provide the same. Supply a copy of the statements to Allstaff Payroll. See the questionnaire on the next page.
- **Security Camera** – If the accident was on camera, send a copy of the clip to Allstaff Payroll.

AFTER THE FACT

In the days and weeks following an employee’s injury, you can help support recovery by facilitating open communication. It is important to demonstrate that your workers matter to the company. By handling workplace injuries in a responsible, compassionate way you can help build and retain your most important asset – your employees.