

**Hamilton County Workers' Compensation
EMPLOYEE ACTION STEP TIMELINE / CHECKLIST**

Updated 07/2010

1. When a work related incident occurs the employee should:

IMMEDIATELY

- Verbally report details to the acting supervisor on duty at the time of the incident.

WITHIN 24-HRS OF THE OCCURRENCE:

- Complete box 1 only on the *FROI-1* form, *HamCo044*.
 Make a copy of the *FROI-1* form to take when seeking medical attention.
 Complete the *BWC Authorization to Release Medical Information* form, *HamCo047*.
 Complete the *Hamilton County Salary Continuation Election of Compensation* form, *HamCo048*.
 Return the signed original documents to the acting supervisor on duty at the time of the incident – forms *HamCo044*, *HamCo047*, & *HamCo048*.

2. When seeking medical attention the employee should follow all the steps listed above and then:

PRIOR TO SEEKING MEDICAL ATTENTION:

- Obtain from the dept workers' comp liaison a *BWC Medco-14* form, *HamCo049*.

DURING THE INITIAL MEDICAL VISIT:

- Submit the copy of the completed *FROI-1* to the medical provider.
 Show the medical provider the *CompMgmt/Hamilton County Workers' Compensation ID card*.
 Request the medical provider complete the *Medco-14* during the initial visit.
 Make any suggested follow-up appointments before leaving the office.

EACH AND ALL FOLLOW-UP MEDICAL APPOINTMENTS:

- Request all medical providers complete a *Medco-14* during each and all follow-up medical appointments until a full-duty release is obtained.
 Make any suggested follow-up appointments before leaving the office.

3. Following a medical visit the employee should use the completed Medco-14 obtained from the medical provider to report work status to his/her supervisor and the MCO. If the Medco-14 states:

YOU ARE TO RETURN TO WORK WITH NO RESTRICTIONS (FULL DUTY):

- Return to work on the date indicated on the release signed by the medical provider unless the date is one the department is not open for business. In that case, then return on the next business day.
 Submit to your supervisor within 24-hrs the *Medco-14* releasing you to work without restrictions.

YOU ARE TO RETURN TO WORK MODIFIED DUTY (RESTRICTED DUTY):

- Contact your *CompMgmt* claims specialist with a medical visit update.
 Contact your supervisor within 24-hrs of any treatment indentifying a return to work date, all listed restrictions, and the date of the next scheduled follow-up appointment. Your supervisor will communicate if the department can accommodate the restricted duty as outlined on the *Medco-14*.
 Return to work on the date indicated on the release signed by the medical provider unless the date is one the department is not open for business. In that case, then return on the next business day or the date agreed to by you and your supervisor.
 If the supervisor indicates that the department cannot accommodate your restrictions, DO NOT return to work as the department cannot accommodate your restrictions at this time. Continue to attend all follow-up medical appointments and obtain *Medco-14* documents until a full duty release is obtained.

YOU ARE NOT TO RETURN TO WORK:

- Contact your *CompMgmt* claims specialist with a medical visit update.
 Contact your supervisor within 24-hrs of any treatment indicating the reason, as stated on the *Medco-14* for your absence and the date of the next scheduled follow-up appointment.
 Follow the appropriate steps listed above for Return to Work after initial medical visit.