

## Order of Procedures for Workers' Compensation

1. Employee is injured or ill and notifies supervisor
2. Supervisor fills out First Report of Injury
- ☆ 3. Supervisor gives Medical Release form to employee to sign.
4. Supervisor gives Panel of Physicians to employee to choose a doctor  
(forms can be found at [www.blounttn.org/risk](http://www.blounttn.org/risk))
5. Employee chooses a doctor and signs panel. If no doctor is needed; employee signs panel as no medical treatment needed at this time.
- ☆ Supervisor must give the employee a signed copy of the panel.
6. Supervisor calls Lindsey Monday (273-5771) to get a doctor appointment.
7. Supervisor faxes all three forms to Lindsey Monday at 273-5778 (no need to also send originals, keep it in your w.c. file)
8. Employee provides the supervisor with the “return to work” paperwork from doctor with restrictions.

## Contact Information

Lindsey Monday, Claims Coordinator	273-5771
Risk Management Main Line	273-5770
Rhonda Burger, Administrative Assistant	273-5784
Don Stallions, Risk Manager	273-5772, 223-4729 cell
Tim Tipton, Loss Prevention Coordinator	273-5776
Jodie King, Employee Benefits	273-5777
Betsy Cunningham, Human Resources Dir.	273-5781
☆ SAFETY HOTLINE	273-5782

☆ Denotes new information

**As of 8/14/08**