

WHAT TO DO WHEN AN INJURY OCCURS

FIRST! Ensure this is an HCS employee versus a substitute. Have the employee complete the -

**CITY OF HAMPTON/HAMPTON CITY SCHOOLS REPORT OF WORK-RELATED INJURY OR ILLNESS FORM
EIR FORM 1000**

Make sure your copy is up to date: a complete packet has 4 Pages

If you have older forms, please contact Risk Management at 727-6617 to obtain the current forms

****Older forms can be used temporarily after hours if needed****

All ESS employees injured, please complete the forms specific to their company. Contact Health Services, 727-2363, if you do not have forms.

NEXT! Upon completion of the EIR Form 1000

- Have the employee choose a doctor from the Panel of Physicians located on page 2
IMPORTANT FACTS ABOUT WORKERS' COMPENSATION
- The employee must write the doctor's name in the space provided on the EIR Form 1000 under Physician's Information.
- If the employee chooses not to seek treatment at this time, have them initial in the space provided on the EIR Form 1000 under Physician's Information.
- Provide the employee with a copy of the following documents for their records:
 1. **IMPORTANT FACTS ABOUT WORKERS' COMPENSATION** (page 2)
 2. **CITY OF HAMPTON AND HAMPTON CITY SCHOOLS PHYSICIAN'S MEDICAL REPORT form**
(page 3 - with the top portion filled out by the Nurse/Supervisor)
 3. **EXPRESS SCRIPTS PRESCRIPTION FORM**
(page 4 - also filled out by the Nurse/Supervisor)

LAST! Make sure you send the report to Risk Management immediately!

- FAX THE EIR FORM TO RISK MANAGEMENT: 727-1470**
- FAX THE EIR FORM TO HEALTH SERVICES: 727-2364**
- SEND THE ORIGINAL COPY OF THE EIR FORM TO RISK MANAGEMENT VIA PONY**

If the employee has not completed the form due to having to seek immediate care, please notify Risk Management via phone at 727-6617. As soon as the report can be completed by the employee, have it completed and follow process below.

IF YOU DO NOT HAVE A FAX MACHINE PLEASE, REPORT THE INJURY BY PHONE TO 727-6617 AND THEN SEND THE HARD COPY BY INTEROFFICE MAIL. FOR AFTERHOURS INJURIES, PLEASE LEAVE A VOICEMAIL AND SOMEONE FROM THE OFFICE WILL CONTACT YOU AS SOON AS POSSIBLE.

All injury reports for Public Works and Parks and Recreation, please report injuries to Mark White