

Accident Report Procedure

1. Injured employee must report to building administrator/secretary.
2. Injured employee completes an Accident Report. Blank reports can be obtained from the building secretary (copy attached). Completed Accident Report should be scanned or faxed to HR and Fringe Benefits. If the Accident Report is not completed at that time, building secretary should notify HR and Fringe Benefits of the injury. Building secretary should follow up to make sure Accident Report is submitted when injured employee is able to do so. If unable, a witness can complete the Accident Report.
3. Determination should be made at that time whether medical treatment is required and the severity of the injury. If treatment is warranted, building secretary completes an Authorization for Treatment Form and provides to injured employee. We use 3 clinics (respective authorization forms attached).
 - a. St. John Occupational;
 - b. Grosse Pointe Urgent Care; and
 - c. Shores Urgent Care.

We use St. John Occupational the most, as they are affiliated with St. John Hospital and will refer on to specialists immediately, if necessary. They are also good with billing and communication. Grosse Pointe Urgent Care is good for minor cuts and bumps. We haven't used Shores Urgent Care too much, as they really don't understand the work comp process.
4. If the injury warrants, call an ambulance or transport the injured employee to St. John or Beaumont ER.
5. Work comp claim is opened by Fringe Benefits.
6. All documentation from work comp service providers (ex. St. John Occupational Work Status) should be submitted to Fringe Benefits.
7. HR, Fringe Benefits, and injured employee's supervisor communicate regarding work status until employee is released back to full duty.