



Supervisor's Workers' Compensation Injury Reporting Procedure Updated January 1, 2005

Call for medical response immediately if the injury is serious. Worry about the forms later.

1. If the injury is not an emergency, advise the injured employee that she/he has the right to seek medical treatment.
2. Call the Broome County Office of Risk & Insurance Management (778-6474) within **2 hours** with the following information:
 - a. The name of the injured worker
 - b. The Department / Town / Village where the employee works
 - c. A brief description of the injury and how it occurred.
 - d. Where the employee went for medical treatment.
3. Call your department/division head if the employee goes for immediate medical attention or if the employee is taken out of work.
4. **Tear off** this top instruction page and give remaining forms to the employee to complete
5. Review and sign the accident report completed by the employee and forward the completed forms to your department's payroll contact within 24 hours of the injury.
6. If the employee does not return the forms to you within 24 hours of the injury, contact the employee and require him/her to send you the completed forms. There are strict time limits for Broome County to report all injuries to the Workers' Compensation Board.
7. The Office of Risk & Insurance needs to be contacted if there is any change in the employee's working status due to this injury. (778-6474)

Department's (Payroll contact) Responsibilities:

- ✓ Complete WC Form 5 (administrative report) and forward the completed original packet to the Office of Risk & Insurance.
- ✓ Send all future physician reports and return to work notifications to Risk & Insurance.