

# EMPLOYEES CLAIMS MANAGEMENT CHECK LIST

**Make sure the following steps are taken if you are injured on the job.**

1. \_\_\_\_\_ Report your injury to your supervisor immediately. Remember the North Dakota Seven Day Reporting Law requirement.
2. \_\_\_\_\_ Seek first aid at Health Services or with the Safety Coordinator, if necessary. If an emergency please dial 9-911.
3. \_\_\_\_\_ Complete the initial NDSCS Accident/Injury report form and the medical treatment waiver and give to your supervisor immediately.
4. \_\_\_\_\_ If you need medical attention, you must seek medical attention from NDSCS's **designated medical provider**. You may seek medical attention from another medical provider only if proper paperwork is completed and on file prior to the injury/illness.
5. \_\_\_\_\_ Complete the "First Report of Injury" form available only from NDSCS or WSI. The form has four sections. Employee completes section 1 and 2 of the form, section 4 to be completed by your employer and section 3 is to be completed by your doctor. Complete all forms in your own hand writing and in the presence of your employer.
6. \_\_\_\_\_ Complete the Medical Release Form on every claim.
7. \_\_\_\_\_ Complete the C63 - Repetitive Motion Questionnaire for all repetitive motion type injuries ( Carpal Tunnel, Tendinitis, Bursitis, Etc.).
8. \_\_\_\_\_ Complete Hearing and Noise Questionnaire for any claims related to hearing loss.
9. \_\_\_\_\_ Sections 1, 2 and 3 are to be completed and returned to the Safety Coordinator **after each visit**.
10. \_\_\_\_\_ Keep receipts for medicine, mileage, meals and other items you pay for that are necessary for your care.
11. \_\_\_\_\_ Stay in constant touch with NDSCS Safety Coordinator, immediate supervisor and Workforce Safety and Insurance claims analyst with updates on your condition.
12. \_\_\_\_\_ Ask your doctor if you can return to work, even if you have some restrictions on your work duties. NDSCS has a Return to Work Program and offers light duty.
13. \_\_\_\_\_ Notify the Bureau immediately when you return to work, change addresses or telephone numbers, or if you file for Social Security.