

Administrative Guidelines: Workers' Compensation

CIESC has adopted the following administrative guidelines for workers' compensation. The guidelines are designed for the staff of CIESC and are the protocol to be followed in the event of an injury on the job.

1. Determine if the injury requires immediate emergency treatment. If so, call 911 and ask for an ambulance.
2. If the treatment requires a doctor's visit but is not life-threatening, please refer the employee to the Speedway MedCheck Clinic listed on the attached flyer. CIESC will pay for the treatment and evaluation by the doctor. The employee may not go to their own physician. The workers' compensation policy requires the employee be evaluated by independent staff.
3. The supervisor of the employee must complete the *[INDIANA WORKERS' COMPENSATION] FIRST REPORT OF EMPLOYEE INJURY, ILLNESS* (State Form 34401) report within 24 hours and send it to both the executive director and executive assistant.
4. Once the initial medical issue is contained, notify the executive director of the potential workers' compensation issue via email and/or text message, no matter what time of day.

Attachment: Flyer (OH Centers at MedCheck)