

TO: All Departments

FROM: Office of Human Resources

DATE: June 14, 2013

RE: New Injury Reporting Procedure - COMPANY NURSE® HOTLINE FOR WORKPLACE INJURIES- Effective May 1, 2013

Our company has implemented a new injury reporting process for all employees. In an effort to more effectively manage our workers' compensation claims, we have implemented an injury management program called Company Nurse®. When you sustain a workplace injury/illness, the injured employee will call Company Nurse® directly after reporting the incident to their Supervisor. The attending nurse will provide first aid advice and direct the injured employee to an appropriate treatment site, if necessary.

Here's how it works:

If an injury is not a medical emergency, the Employee should report the injury to their Supervisor and telephone **COMPANY NURSE® at 1-855-921-9518** and speak with the medical professional who will assist the employee with his or her medical needs and expedite the claims processing. The Nurse receiving the call will triage the injury as follows:

- No Treatment Needed - Return to Work
- Self Treatment, RN Advise – Return to Work, same or next shift
- Seek Treatment at Designated Clinic/Physician
- Emergency – Call 911, Seek Emergency Treatment immediately

The COMPANY NURSE® HOTLINE is available 24 hours per day, seven days per week.

- Company Nurse® will complete the information and sent it to Risk Management and the department/site workers' compensation liaison.
- Company Nurse® will handle all initial reporting of employee incidents. It is important to report all incidents no matter how minor. This protects the employee's rights under workers' compensation.

The advantage of a medical professional assisting in this reporting mechanism is to ensure that the injured employee receives the best available treatment appropriate to the injury. Numerous school districts/cities/public entities across the country have utilized the Company Nurse Service with very positive results. Furthermore, employees will receive instant telephonic first aid advice from a Registered Nurse.

Your cooperation and participation is appreciated. Please do not hesitate to contact me if you have any questions.

IN CASE OF LIFE OR LIMB THREATENING EMERGENCY, DIAL 911