

## Workers' Compensation Procedures

1. In the unfortunate event of ANY injury that happens while at work, the injured employee should notify his/her supervisor immediately. In the case of an emergency, the injured employee should seek medical treatment at the closest Emergency Room (ER) facility.
2. If the employee is injured and needs medical treatment, but does not require an ER visit, the injured employee should call the Company Nurse Injury Hotline at 1-855-339-1893. If the injured employee cannot make the call, the supervisor should call. When calling Company Nurse, the injured employee or supervisor will need to provide the Code "QR45" that is on the Company Nurse poster.
3. The Company Nurse will gather all the appropriate information, make care recommendations, including administering self care or to go to a designated hospital or medical clinic, and fax the Company Nurse Report to the designated treatment facility prior to the injured employee's visit. A call should also be placed to Geri Jones at 501-324-9065 to obtain a temporary prescription form in case medications are prescribed. The Company Nurse will email a Report of Injury to Geri Jones and Public Employee Claims Division.
4. The phone call to the Company Nurse Injury Hotline will generate the workers' compensation claim forms.
5. The Company Nurse will email the Workers' Compensation forms which includes the Company Nurse Report of Injury, First Report of Injury or Illness Form, Form N – Employee's Notice of Injury, Form PECD 1 – Employee's Report of Accident, and Form PECD 2 – Employer's Report of Accident to Geri Jones and Public Employee Claims Division within minutes of a phone call being made to the Company Nurse.
6. Geri will forward the forms to the supervisor. The supervisor and injured employee will need to read over the forms, complete any blank forms, make necessary changes, and sign the forms. The injured employee should sign the front and back of the Form N and the front of the Form PECD 1. The supervisor should sign the Form PECD2. The supervisor will email all the forms to Geri immediately.
7. Geri will review and fax the forms to Public Employee Claims Division.
8. **If no medical treatment is needed, the supervisor should complete only the Workers' Compensation Incident Report** and email a copy to Geri Jones, the Workers' Compensation Coordinator, at [geri.jones@dfa.arkansas.gov](mailto:geri.jones@dfa.arkansas.gov). **Do not call the Company Nurse.**