

### ***Employee Checklist for Workers' Compensation Claims***

\_\_\_\_ Report the accident to your supervisor immediately. Complete the accident report and submit to your supervisor.

\_\_\_\_ Select a physician from the panel offered by your employer. Complete the form and submit to your supervisor.

\_\_\_\_ Seek medical attention from the panel physician and submit any disability slips to your supervisor and/or agency workers' compensation coordinator.

\_\_\_\_ If your accident is an emergency, please seek medical treatment from the UVA Health System or Martha Jefferson emergency room. This is ONLY for the initial treatment.

\_\_\_\_ If a VSDP (Virginia Sickness and Disability Program) participant, call the VSDP provider (Reed Group) immediately to report the injury if the disability is anticipated to exceed 7 calendar days. The toll free number is 1.877.928.7021.

\_\_\_\_ Communicate results of all medical appointments and return-to-work status with your supervisor and/or agency's workers' compensation coordinator.

\_\_\_\_ Notify your supervisor of any return-to-work release and present your medical release to your supervisor and/or workers' compensation representative prior to reporting after missing time related to injury.

\_\_\_\_ Cooperate with nurse consultants and return-to-work efforts.

\_\_\_\_ Consult [www.covwc.com](http://www.covwc.com) to locate a pharmacy and print out a First Script Pharmacy card. The First Script network includes all major pharmacy chains, grocery stores and many single location pharmacies. You must take the First Script card to a participating pharmacy.

Any questions, please contact Kathy Woodson at [krm5m@virginia.edu](mailto:krm5m@virginia.edu) or 434.924.1425.