

Title:	Reporting Workers' Compensation Injuries	Effective Date:	03/02/2017
Author:	Camille Tanner	Last Review Date:	06/23/2021
Location:	All Locations	Last Revision Date:	
Functional Area:	Human Resources		

POLICY

Accidents may occur during the course of employment where employees may require medical attention or time off from work for recuperation. When these accidents occur, Liberty wants to make sure that immediate medical attention is received by the injured employee and the accident is reported as soon as possible to the workers' compensation insurance carrier, AIG. This policy outlines how these objectives will be met.

PROCEDURE

When an employee sustains a work-related injury:

1. The employee's supervisor (if available) and the injured worker call **855-365-7279** and speak with AIG's registered nurse, available 24/7/365; the supervisor provides necessary information and then the injured worker speaks with the registered nurse to provide demographics and an injury statement.
2. The registered nurse will conduct the medical triage and provide recommendations for self-care **OR** direct the injured worker to medical care as needed - directed to an OBN (Outcome Based Network) provider for treatment. If an OBN provider is not available, the injured worker will be referred to a PPO Network provider, as per the posted panel.
3. The injured worker will be provided with a toll-free phone number to call in the event they have questions or there is a change in their condition.
4. If the registered nurse recommends self-care, the injured worker may receive a follow-up call from the nurse.
5. The Point of Injury report is sent to AIG via electronic feed to set up a new claim. **IF** the injured worker is sent for medical treatment the employer will receive a claim notification. If the registered nurse recommends self-care, the report is not sent to AIG and the supervisor and employee are responsible to report the claim to the Vice President of Human Resources via the Report Injury Form found on Employee Self Service. Regardless of whether a medical treatment is received or not, notification of all injuries must be reported to the workers' compensation insurance carrier.
6. The Nurse Triage Point of Injury report will be sent by the workers' compensation insurance carrier to the Liberty corporate HR department shortly after the call is completed.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	01/07/2016	Camille Tanner	Policy Created
#2	10/30/2020	Camille Tanner	Policy reviewed; no changes
#3	06/23/2021	Camille Tanner	Policy reviewed; no changes