



Legacy Employee Health Services

Workers' Compensation Injured Employee Checklist


Step 1. An Injury Occurs at Work

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- Perform first aid or seek treatment if you feel it necessary.
 - Injured employees may choose whether to seek treatment and may do so at the provider of their choice for the initial visit.
 - For major injuries or if the injured employee cannot walk, use Code Green or call 911.
 - For injuries that require immediate care consider visiting an Emergency Department
 - For injuries that need same-day care consider calling your existing provider for an urgent visit or seeking treatment at an Urgent Care clinic.
 - For minor injuries or if unsure how urgent it is, consider seeking guidance from the local EHS clinic (business hours) or Broadspire (all hours) at 503-415-5820, **Option 2, Option 1.**
 - Remember if you seek treatment anywhere other than Employee Health for your work-related injury you should call Broadspire to start your Workers' Compensation claim, if not you may be financially responsible for your visit.
 - Contact Broadspire at **503-415-5820 - Option 2, Option 1** to start your Workers' Compensation claim.
 - It is helpful to have your supervisor, charge or manager available to join the call with Broadspire.
 - File an ICARE detailing the incident.
 - Tell your manager about the workplace injury or illness.

Step 2. Workers' Compensation Paperwork

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- Broadspire will initiate the claim during the phone call and will mail you your paperwork.
 - This will include an 801 form (Oregon workers) or an SIF2 form (Washington workers), Request of Medical Records, Medical History Questionnaire, Request for Reimbursement, General Questionnaire and a Direct Deposit Form.
 - You will need to complete the paperwork, sign the 801 /SIF2 Form and give it to your Manager within 3 days of receiving it from Broadspire.
 - Your manager will keep a copy of the initial 801/SIF2 form sent by Broadspire.
 - After your Manager signs your 801 / SIF2 Form you will return all of your completed paperwork back to your Claims Adjuster.

Step 3. Follow Up & Important Information

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- Follow the instructions given to you by your Claims Adjuster.
 - To find a treating provider for your Work Comp injury please visit one of the listed web sites below based on your location.
 - **Oregon Employees:** Majoris Health Systems
 - **Washington Employees:** <https://secure.lni.wa.gov/provdir/>
 - Both Oregon & Washington have a waiting period for time lost benefits for Workers' Compensation. The first 72 hours after their injury that an employee misses would not be paid through Broadspire.
 - It is your responsibility to keep your manager updated of any changes in your claim status or upcoming changes to your work restrictions.
 - If you have to call out of work due to your work-related injury, make sure to follow your normal call out procedure.
 - If you have any questions about the Workers' Compensation process or about Modified Duty Placement, please reach out to Legacy Health Workers' Compensation Program at WorkComp@LHS.ORG.