

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 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 Linda Coiner at lgc3u@virginia.edu or 434-924-8939.