



# Incident Reporting Procedures For Workers' Compensation

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***If Injury Requires Emergency Response, Call 911 & Notify Star HR***

**You can fill out the Form and submit to: [risk@starhro.com](mailto:risk@starhro.com)**

Does the employee require medical treatment?

**NO, Medical Treatment Is Not Needed:**

- Have employee sign the Refusal of Doctor's Care Agreement.
- Have employee complete and sign the Employee's Report of Incident.
- Have supervisor complete and sign the Employer's Report of Incident.
- Within 24hrs, complete all forms on the website.

**YES, Medical Treatment Is Needed:**

- Send or take employee to an approved doctor/facility listed on panel, using the Authorization for Medical Treatment.
- ALWAYS request a post-accident drug screen at the medical facility.
- Have employer or supervisor complete and sign the Employer's Report of Incident.
- Have employee complete and sign the Employee's Report of Incident.
- Have all witnesses complete and sign a Witness Statement.
- Within 24hrs, complete all forms on the website.

**QUESTIONS? CONTACT YOUR STAR HR ACCOUNT MANAGER**

*Claims reported after 72 hours increase costs by 40%. Please report all injuries the same day – even the same hour – so we can manage the injury/claim and reduce & control the cost. This helps minimize your deductible payments, too!*



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### ***If Injury Requires Emergency Response, Call 911 & Notify STAR HR Staff***

- Employee receives medical & work status report – Send to STAR HR.
- Provide a light duty job within the restrictions identified by the physician.  
*NOTE: If the employee is out of work for 7 days with no offer of light duty work, he is entitled to "TTD" (67% of his "Average Weekly Wage"), paid by the insurance carrier. This will continue until the physician fully releases the employee, OR until a light duty job has been offered. Light duty is crucial!*
- Make notes of all follow-up appointments & notify STAR HR of each one.
- Obtain a new work status report at every visit, until a full medical release is received from the physician – Send all reports to STAR HR.
- Review the causes identified on the report: Every accident is caused by either an "Unsafe Act" or an "Unsafe Condition." If an unsafe condition is identified, correct the condition. An unsafe act may be corrected through additional training, etc.

**QUESTIONS? CONTACT YOUR STAR HR ACCOUNT MANAGER**