

Employee's Responsibilities

Important Please Read

1. Seek medical care promptly and then complete Workers' Compensation paperwork.
2. Whenever possible, seek medical treatment first at our preferred Medical Provider - IHC Workmed (Orem and Springville). If life threatening go to nearest medical facility.
3. Report your injury to your supervisor immediately, so he/she can complete **Workers' Compensation Supervisor's Report** and forward the form to Human Resources (fax: 801- 851-8166).
4. Complete the form **First Report of Injury Workers' Compensation**, and submit to Human Resources.
5. If you are missing more than 3 consecutive days, be sure to request and fill out FMLA papers from Human Resources.
6. Follow your doctor's instructions.
7. Keep your Supervisor informed of your progress.
8. When your physical restrictions change, notify your claim adjuster immediately (1-800-227-1538).
9. Give your work release/return to work documentation from your doctor to Human Resources and your supervisor before returning to work.
10. Be sure you maintain contact with your claims adjuster (Utah Local Governments Trust, 1-800-227-1538).

Please note:

- * Workers' Compensation checks must be signed & returned to Human Resources for credit to your sick leave balance in order to remain at full salary.
- * Please submit the required forms in a complete and timely manner so that a decision on your Workers' Compensation claim can be made promptly.