



## Employee's Responsibilities Important Please Read

1. Seek medical care promptly and then complete the Workers' Compensation paperwork.
2. Whenever possible, seek medical treatment first at our preferred Medical Provider, **WorkMed**

If Injury Occurs between 8:00 a.m. – 5:00 p.m.	
<b>WorkMed (Preferred Provider)</b>	830 North 980 West, Orem
	762 West 400 South, Springville
The next best option (All locations close at 8:00 p.m., except Provo – closes at Midnight)	
<b>Instacare</b>	395 West Bulldog, Provo
	1975 North State, Orem
	98 North 1100 East, American Fork
	354 West State Rd 73, Saratoga Springs
	762 West 400 South, Springville
	854 Turf Farm, Payson
3249 North 1200 West, Lehi	
If Injury occurs after 8:00 p.m. or anytime if life threatening	
<b>Nearest Emergency Room</b>	If at anytime the injury is believed to be life threatening or beyond the scope of Workmed or Instacare, do not hesitate to go directly to the nearest ER.

3. Tell the health care provider that you have experienced a work-related injury and Travelers is our Workers Compensation carrier:

**Travelers Insurance – Policy Number 306T3656**

P. O. Box 660456 Dallas, Texas 75266-0456

**Phone:** 800-227-1538

**Fax:** 877-801-9675

4. Report your injury to your supervisor immediately, so they can complete the Workers' Compensation Supervisor's Report and email the form to Karen Allen email: [karena@utahcounty.gov](mailto:karena@utahcounty.gov) phone: 801-851-8159.
5. Complete the form First Report of Injury Workers' Compensation and submit to Human Resources.
6. If you are missing more than 5 consecutive days, be sure to request FMLA at [fmla@utahcounty.gov](mailto:fmla@utahcounty.gov)
7. Follow your doctor's instructions.
8. Keep your Supervisor informed of your progress.
9. When your physical restrictions change, notify your claim adjuster immediately 800-227-1538.
10. Give your work restrictions/return to work documentation from your doctor to Human Resources and your supervisor before returning to work.
11. Be sure you maintain contact with your claims adjuster 800-227-1538.

**Please Note:**

- Please submit the required forms in a complete and timely manner so that a decision on your Workers' Compensation claim can be made promptly.
- No workers compensation benefit is paid for the first three days after an injury or illness unless the disability prevents an employee from working for more than a total of 14 days.