



Report of Injury Guidelines & Documentation

Injured on the Job: How Employees Should React to On-the-job Incidents

THE HEALTHCARE ENVIRONMENT

Introduction

In any industry, employees must report any on-the-job injuries in a timely manner to ensure prompt medical attention, continued on-going care, and a responsive worker compensation process. As the healthcare environment poses a higher risk for some occupational exposures (i.e., bloodborne pathogens, back injuries), a timely report of injury can prevent future health concerns relative to the injury/exposure.

How can occupational exposures be prevented?

Some of the more common on-the-job injuries among healthcare workers include back injuries, slips/falls, and needlesticks. Many of these risks can be reduced and eliminated with safer techniques, increased education and awareness, as well as improved devices and protective equipment. Holsman Healthcare works with our client facilities to ensure that all employees have information and resources readily available to protect their own safety, as well as that of their patients. While at an assignment, employees should follow the policies and procedures of Holsman Healthcare AND the client facility for reporting on-the-job injuries.

IF AN INCIDENT HAPPENS

What should I do if I am injured while at work?

If you are injured on the job, you should:

- First, seek medical care immediately, if needed. Advise the healthcare provider that the injury was work-related.
- Notify your assignment unit supervisor as soon as possible.
- The supervisor, employee, or other facility personnel should contact Holsman Healthcare at 877-268-9100 to report the injury within 24 hours of the incident.
- The employee, supervisor, and any witnesses to the incident/injury should complete the appropriate forms and fax them to the attention of Holsman Healthcare Workers' Compensation Liaison at 973-393-5545.

Upon receipt of the documentation a Holsman Healthcare representative will follow up with the employee, supervisor, and witnesses as needed to ensure that the employee is taken care of and that all documentation is complete so that a report can be filed with our workers' compensation provider.

What should I do if I have a needlestick or other potential exposure to bloodborne pathogens while at work?

Follow the procedure as outlined above. Report the exposure to the department (e.g., occupational health, infection control) responsible for managing exposures at your assigned facility and to the Holsman Healthcare workers' compensation liaison. Prompt reporting is essential because, in some cases, post exposure treatment may be recommended and it should be started as soon as possible. Also, any delay in reporting may affect the eligibility of a claim.

FORMS & FURTHER INFORMATION

Where can I get copies of the forms needed for reporting an incident/injury?

Copies of the Employee Report of Incident/Injury form, Supervisor Report of Incident/Injury form, and Statement of Witness to Incident/Injury form are available:

- In your employment packet that you receive with your assignment agreement.
- By fax or email by contacting the Holsman Healthcare corporate office via phone at 877-268-9100 or via email at richard@holsmanhealthcare.com

How may I get more information?

If you have further questions or need more information, contact the Holsman Healthcare workers' compensation liaison at 973-393-5545.

Employee's Report of Incident/Injury

To be completed by Employee (PLEASE PRINT IN BLACK INK)

Employee Name: _____	Social Security#: _____
Home Address: _____	Birth Date: _____
City, State Zip: _____	Telephone #: _____

Date of incident/injury or onset of symptoms: _____ Time: _____ AM PM

Describe what caused the injury/symptoms, what were you doing just before the incident, and what you did after the incident (if you need more space, include a separate sheet). Be specific - name any object or substances involved: _____

Did you report this incident to anyone? Yes No If not, why not? _____

If yes, to whom?: _____ Title/Position: _____ When?: _____

Did anyone else see what happened? Yes No If yes, whom? _____

What part(s) of your body was/were affected? (Be specific, for example, right elbow, left knee, right index finger, etc.): _____

What type of injury did you experience? (Be specific, for example, bruise, scrape, laceration, etc.): _____

Accident location (address, city & state). Give the specific location of the incident (Be specific, for example, basement, stairs, roof, etc.):

Was any first aid provided at the scene? Yes No If yes, describe: _____

Did you seek other medical treatment? Yes No When? _____ Where? _____

If treatment was not sought immediately, explain why: _____

Is this an aggravation of a previous injury/symptom? Yes No

If yes, when were you last treated for the previous injury?: _____ By whom? _____

Have you ever had a similar injury? Yes No If yes, describe: _____

MEDICAL RELEASE

(Under current workers' compensation law, the employer is entitled to a signed medical release)

I hereby authorize any person or persons who have in the past or will in the future medically attend, treat or examine me, or any person who may have information of any kind which may be used to reach a decision in any claim for injury or disease arising from the injury/illness described above, to disclose such information to Holsman Healthcare and designated representatives. A copy of this form will serve as the original. Please keep in mind that any person who knowingly and with the intent to defraud or deceive the Bureau of Workers' Compensation or any insurance carrier, files a statement containing false, incomplete or misleading information may be subject to criminal penalties.

Employee Signature: _____ Date: _____

Employee Name: _____

(please print)

Supervisor's Report of Employee's Incident/Injury

To be completed by Supervisor (PLEASE PRINT IN BLACK INK)

Employee Name: _____

Social Security#: _____

Date of Injury: _____

Location: _____

Provide in detail the events that led up to this incident or injury and those immediately following: _____

What type of investigation was completed that supports or refutes the circumstances concerning this injury: _____

Were there any witnesses to this injury? Yes No (if yes, witness statement must be included)

What action, if any, did you perform to assist the injured employee: _____

Did the injured worker complete his/her work shift? Yes No

Has there been any recent disciplinary action taken against this employee? Yes No

If yes, has documentation been provided? Yes No

Has the employee submitted medical documentation for the injury? Yes No

What date did the employee return to work?: _____

If not, what is the current estimated date of return?: _____

Can you provide modified or light duty should this be necessary? Yes No

Have you made contact with this employee since the incident? Yes No

With the information that you have, would you recommend the claim be accepted? Yes No

If no, why?: _____

Supervisor Signature: _____

Date: _____

Name: _____

(please print)

Title: _____

Please attach completed incident reports, witness statements, and any accumulated medical bills and information. Additional comments may be noted on another sheet. Fax copies to the Holsman Healthcare Workers' Compensation Liaison at 973-759-0557 or mail to Holsman Healthcare, 710 Mill St. Unit H3, Belleville NJ 07109. Questions? Call the Holsman Workers' Compensation liaison at 973-393-5545.

Statement of Witness to Incident/Injury

To be completed by Employee (PLEASE PRINT IN BLACK INK)

Name of Employee Alleging incident: _____
Facility: _____
Department: _____

WITNESS STATEMENT

Your name has been given to an incident alleged by the above individual. Through your cooperation, information can be obtained to complete the investigation of this incident. Therefore, it will be appreciated if you will answer each of the following questions and promptly return your completed statement.

Your Name: _____	Your Title/Position: _____
Your Address: _____	Your Telephone #: _____
City, State Zip: _____	Work Phone #: _____

Did you observe an incident involving the above employee? Yes No

If not, how did you learn about the incident: _____

If you did observe an incident:

Date of Incident: _____ Time of Incident: _____ AM PM

Describe what you observed:

Attach additional sheets if necessary

Witness Signature: _____

Date: _____

Witness Name: _____
(please print)