

### COMPANY NURSE® INJURY REPORTING

**NOTE: If life- or limb-threatening injury only, call 911!!**  
**Then report the injury / incident after the employee is stabilized.**

#### **Step 1** MAKE THE CALL BEFORE SEEKING TREATMENT

- Notify supervisor of the injury/incident
  - In a quiet place, employee and/or supervisor call Company Nurse at:  
**888-770-0925**
- You will be asked to provide the following information during the call:
  1. Search Code (located on posters – helpful but not required for call)
  2. Employer name and/or worksite
  3. Employee/volunteer personal information
  4. Injury details: Who? What? When? Where?
- Possible Outcomes as a result of the Call:
  - Self-care or basic first aid, OR
  - Referral to one of your panel facilities by a Nurse – Occ Health or Urgent Care or ER
- **IMPORTANT!**
  - *Translators are available for more than 170 different languages*
  - *Be prepared to write down a Call Confirmation Number*

#### **Step 2** REPORT DISTRIBUTION AFTER THE CALL

- Report of Injury is emailed or faxed to key stakeholders at the employer
- If injured employee/volunteer is referred for medical treatment, an Alert will be sent immediately to the medical provider to expect the employee/volunteer at their facility

#### **Step 3** FOLLOW-UP CALL

- Additional Nurse Advice: Employees/volunteers who were triaged by a nurse but not initially referred, are welcome to call our nurses again if injuries become worse or new symptoms develop for which they may require additional nurse advice or injury triage services and a possible referral for medical treatment.