When you were injured did you immediately seek medical attention from a medical professional?

Please complete the

Accident/Loss/

Safety Hazard

Report

Please have your supervisor fill out

the Supervisor

**Incident Report** 

Were there

witnesses to your

injury?

Did your injury require emergency medical treatment?

Please seek

emergency room hospital care

Schedule a follow up

appointment with a

State of Idaho

Worker's

Preferred Provider -

Sterling Urgent Care

in Lewiston (or see

list here)

Please seek care from a State of Idaho Worker's Compensation Preferred Provider – Sterling Urgent Care list here)

▼

No

department's Administrative Assistant or supervisor for completion of the First Report of Injury (FROI) immediately following your first medical appointment. This will be returned to Human Resources

Please have your supervisor fill out the Supervisor Incident Report and return to Human Resources

Please read the Safety Handbook, sign and return the Flowchart and Acknowledgement Form to Human **Resource Services** 

Please forward a copy of your work release form to your supervisor and Human Resource Services after each follow up visit. T

PROCESS COMPLETE

\*Please note\* If you do not seek care from a State of Idaho Preferred Provider, you risk denial of your claim being paid. Please find a list here. You can also choose to use St. Luke's On-Demand

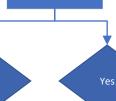
System. Instructions are found on the DHR Website

Were there witnesses to your injury?

> Please have the witness(es) complete the Incident/Injury Witness Statement and return to

Are you going to be absent for work for 3 or more days due to your injury? If so, please complete and route the FMLA Leave Request Form through your supervisor.

\*Click boxes above for hyperlinks to documents



No

PROCESS COMPLETE

Please have the complete the

Incident/Injury Witness Statement