

# Employee Guide for Workplace Injuries



## Follow This Six-Step Process if You Get a Workplace Injury

### Step 1: Get medical help

- Many falls, cuts, and sprains can become serious injuries if they aren't treated.

### Step 2: Report your injury or exposure to your employer as soon as possible

- Tell your employer right away if you are injured on the job or diagnosed with an occupational disease.

### Step 3: File a workers' compensation claim

- Workers have three options for filing: online, by phone or at your health care provider's office when you are first seen for your workplace injury or condition.

### Step 4: Stay in touch with your employer

- Let your employer know how you are doing and when you expect to return to work.

### Step 5: Communicate with your health care provider

- Good communication between your health care provider and your claim manager is essential to the smooth delivery of benefits.

### Step 6: Work closely with your claim manager

- Your claim manager will be responsible for seeing that you get all the benefits to which you are entitled.

