

## Workers' Compensation Guidelines

- In an emergency anything requiring immediate attention dial **9-1-1**.
- It is important to remember that **fault** does not matter in the determination of compensation benefits.
- **If you choose not to get medical attention, at a minimum you should always fill out and file a minor injury report. The case may turn into claim in the future. Supervision must be notified, as soon as possible, should medical attention be sought outside of normal working hours.**
- **No claim can be started until medical attention, of any kind, is received.** At times, this may not be the same day as the accident/incident occurred. The initial FROI (first report of injury) starts the claim. This should be initiated at the hospital/doctors during the initial treatment. At no time sign any blank documents/forms or sign any form that is not understood. Get copies of everything.
- You have the right to go to a doctor of your choice. If you are severely injured and/or unconscious and taken to the nearest medical facility, not the company doctor, your right of choice would be after this initial care. While at the hospital, if the company arrives to question you, you have the right to tell them to leave. You may be required to see the company doctor, which is fine, but you should also seek medical attention from a BWC-certified provider.
- Always, and as soon as possible, contact the Union Hall or a Workers' Compensation Representative.
- Never fill out a 709 form. Do not use this form ever, not even for Workers' Compensation Cases. The MEDCO-14 form is sufficient.
- The Company/City may try to tell you that they will take care of you and convince you not to file a claim. Do not believe or trust them. There is a 1-year time limit from the date of your injury to file a claim.
- **Any questions call your representatives.** Please read, pay attention to and retain all documents and pay records. Create yourself a folder or binder.

NOTE: In all cases of injury, a claim must be filed within **one year** after the injury.