

Workers' Compensation Employee Guidelines

When you have a work-related injury or illness:

1. Immediately report your work-related injury or illness to your supervisor and the Benefit Contact at your location.
2. Complete a First Report of Injury or Illness.
3. Choose a Primary Treatment Site from the list on the Medical Authorization for Treatment form for your initial treatment.
4. Take the Employee copy of the First Report of Injury or Illness and the Medical Authorization for Treatment form with you to the doctor.
5. Take the Pharmacy Authorization to a participating Tmesys pharmacy if your doctor writes a prescription.

After you receive medical care:

1. Take a copy of the Notification of Initial Treatment and the Return to Work Recommendation to your supervisor or Benefit Contact within 24 hours. ***(All subsequent changes of work status must also be brought to your supervisor within 24 hours.)***
2. Have all prescriptions filled at a Tmesys participating pharmacy listed on your Pharmacy Authorization form.
3. Follow your authorized medical provider's instructions.
4. Return to active work as soon as you are released for duty by your treating physician. Light Duty work will be provided if your doctor releases you to work with restrictions. ***(Please refer to Workers' Compensation Light Duty Program FAQ's for more information about the Light Duty Program.)***
5. If your doctor refers you to a specialist, **all referrals must be approved by a Johns' Eastern claim representative (1-800-749-3044).**

**If you have any questions or require assistance, please call Johns Eastern
at 1-800-749-3044.**