

Workers' Compensation Work Site Guidelines

When an employee reports an injury or illness:

1. Complete First Report of Injury or Illness (DWC-1).
2. Complete Medical Authorization for Treatment form (if medical attention is required).
3. Fax a copy of the following to Johns Eastern at **1-877-879-9543** as soon as possible:
 - ⇒ First Report of Injury or Illness (***complete all sections including Rate of Pay, Date of Hire, and Agree or Disagree with description of accident***)
 - ⇒ Medical Authorization for Treatment form
4. Give the injured employee:
 - ⇒ Employee copy of the First Report of Injury or Illness
 - ⇒ Workers' Compensation Employee Guidelines
 - ⇒ Employee copy of Medical Authorization form (if medical attention is required)
 - ⇒ Pharmacy Authorization form (if medical attention is required)
 - ⇒ Light Duty Program FAQ's

After an employee receives medical care:

1. **Every time** the injured employee receives medical treatment, ask for copies of the following:
 - ⇒ Notification of Initial Treatment from treating doctor (initial treatment, only)
 - ⇒ Return to Work Recommendation from treating doctor (all appointments)
2. Fax copies of the following to Johns Eastern at **1-877-879-9543** as soon as possible after **all** medical care:
 - ⇒ Notification of Initial Treatment (initial treatment, only)
 - ⇒ Return to Work Recommendation from treating doctor

Maintain Employer/Work-site copies of all forms!

If you have any questions, call Johns Eastern toll-free claims assistance at 1-800-749-3044.