

TOOELE COUNTY DEPARTMENT CHECKLIST FOR WORKER'S COMPENSATION CLAIMS

1. In the event of an emergency requiring immediate medical attention, call Dispatch at Ext. 8300 (inside the county building) or dial 911. Inform the HR Dept. of the incident when it occurs. **Forms need to be turned in within 24 hours.**
2. Employees must notify their supervisor immediately. Supervisors must contact the Human Resource Department immediately at (435) 843-3157 if the claim appears to be suspicious or questionable.
3. If the injury is determined to be First Aid only and requires no formal medical treatment, you must still complete the Form 122 and return to the Human Resource Department.
4. If medical treatment is necessary, supervisors or designee should escort the employee or volunteer to the appropriate medical facility. For treatment during the day, supervisors should, whenever possible, escort the employee to the Mountain West Medical Center WORX CLINIC. DO NOT USE THE EMERGENCY ROOM UNLESS AFTER HOUR CARE IS NECESSARY OR TREATMENT IS LIFE THREATENING. For medical treatment outside the Tooele area (Wendover, Ibapah, etc), employees should be escorted to the nearest medical facility.
5. Give the medical provider the following billing information:

Utah Local Governments Trust through Traveler's Insurance Group
6060 S Willow Drive #180
Greenwood Village, CO 80111
Claim representative: Connie Booth
720-963-7182
877-806-1781 (Fax)
6. Assist the injured employee or volunteer in completing their portion of the Form 122. **Complete all sections!** Volunteers must be on the approved volunteer tracking list and filed with Human Resources in order to be covered by Workers Compensation.
7. Follow-up with the employee on the results of their medical evaluation to determine if they will be able to return to work. Notify the Human Resource Department if there is any lost time off or modified duty requirements.
8. If out of the area, contact your office and the Human Resource Department to report the incident immediately. Keep track of receipts for any expenses incurred as the result of the incident for reimbursement and give the medical provider the same workers compensation information listed above.
9. For more detailed instructions, please refer to the Tooele County *web site at: <http://www.co.tooele.ut.us/hr.html>* .
10. *For Bloodborne Exposures refer to your "Checklist for Blood Exposures", see the Tooele County Exposure Control Plan, Attachment E, and notify Human Resources immediately. http://www.co.tooele.ut.us/PDF/HR/exposure_plan.pdf*