

## Injured Worker Protocol—what to expect

1. Immediately following an accident involving an employee, you must first complete a first report of injury. You can find this form on our website under Forms.
2. Send the injured employee to the nearest Middlesex Hospital Occupational Medicine location (listed above).
3. Call Occupational Medicine or fax the Permission to Treat form, found in the forms section of our website, to alert us that you have an injured employee on the way.
4. Your employee will be registered upon arrival at one of our locations.
5. Your employee will be evaluated and treated. Please encourage your employees to ask questions about the medical treatment they receive and the plan of care for their injury.
6. When discharged, your employee will receive the following information:
  - Two (2) copies of the completed Injury Worksheet:
    - Pink copy: for the employee
    - White Copy: for the employee's supervisor
  - Instructions for follow-up care of injury
  - Appointments for other services that may be required (such as physical therapy, lab, etc.)
7. Our office will fax a copy of the Injury Worksheet to the contact person on file. Should there be any questions regarding the injury, treatment, or work status, please do not hesitate to call our office.

We encourage communication between our Occupational & Environmental Medicine staff and your company. Please feel free to contact us any time to discuss the current status of an injured worker. We will be happy to be of assistance.