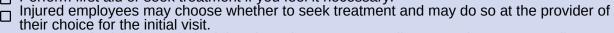
Legacy Employee Health Services

Workers' Compensation Injured Employee Checklist

Step 1. An Injury Occurs at Work

☐ Perform first aid or seek treatment if you feel it necessary.



- For major injuries or if the injured employee cannot walk, use Code Green or call 911.
- For injuries that require immediate care consider visiting an Emergency Department
- For injuries that need same-day care consider calling your existing provider for an urgent visit or seeking treatment at an Urgent Care clinic.
- For minor injuries or if unsure how urgent it is, consider seeking guidance from the local EHS clinic (business hours) or Broadspire (all hours) at 503-415-5820, **Option 2, Option**
- Remember if you seek treatment anywhere other than Employee Health for your workrelated injury you should call Broadspire to start your Workers' Compensation claim, if not you may be financially responsible for your visit.

 Contact Broadspire at **503-415-5820 - Option 2**, **Option 1** to start your Workers'
- Compensation claim.
 - It is helpful to have your supervisor, charge or manager available to join the call with Broadspire.
- File an ICARE detailing the incident.
- ☐ File an ICAKE detailing the incident.☐ Tell your manager about the workplace injury or illness.



Step 2. Workers' Compensation Paperwork

- ☐ Broadspire will initiate the claim during the phone call and will mail you your paperwork.
 - This will include an 801 form (Oregon workers) or an SIF2 form (Washington workers), Request of Medical Records, Medical History Questionnaire, Request for Reimbursement, General Questionnaire and a Direct Deposit Form.
- ☐ You will need to complete the paperwork, sign the 801 /SIF2 Form and give it to your Manager within 3 days of receiving it from Broadspire.
- Your manager will keep a copy of the initial 801/SIF2 form sent by Broadspire. After your Manager signs your 801 / SIF2 Form you will return all of your completed paperwork back to your Claims Adjuster.

Step 3. Follow Up & Important Information

- Follow the instructions given to you by your Claims Adjuster.
- To find a treating provider for your Work Comp injury please visit one of the listed web sites below based on your location.
 - Oregon Employees: Majoris Health Systems
- Washington Employees: https://secure.lni.wa.gov/provdir/
 Both Oregon & Washington have a waiting period for time lost benefits for Workers' Compensation. The first 72 hours after their injury that an employee misses would not be paid through Broadspire.
- It is your responsibility to keep your manager updated of any changes in your claim status or upcoming changes to your work restrictions.
- If you have to call out of work due to your work-related injury, make sure to follow your normal call out procedure.
- If you have any questions about the Workers' Compensation process or about Modified Duty Placement, please reach out to Legacy Health Workers' Compensation Program at WorkComp@LHS.ORG.



