

Legacy Employee Health Services

Injured Employee Process Sheet

Step 1. An Injury Occurs at Work



- Seek first aid or emergency treatment if necessary.
 - Remember if you seek treatment in the emergency room for your work-related 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 to get first aid guidance and to start your workers' comp claim.
- It is helpful to have your supervisor or manager available to join the call with Broadspire.
- File an ICARE detailing the incident.
- Tell your manager about the workplace injury or illness.

Step 2. Workers' Compensation Paperwork



- Broadspire will get the description of your injury over the phone on an 801 form for Oregon or the SIF2 form for Washington.
- Your supervisor will provide the First Fill prescription form and the workers' compensation process documents.
- Your Broadspire Claims Adjuster will send the initial 801/SIF2 form to your supervisor.
- If you seek care, tell the provider it is for a work-related injury, collect the 827 form and the work release instructions to give to your supervisor.
 - If you give your supervisor the 827 form or if you miss scheduled shifts due to your injury, your supervisor will get your signature on the 801/SIF2 form, and they will complete the employer section.
- Your supervisor will reply to the original Claims Adjuster email with the attached signed 801/SIF2.

Step 3. Follow Up



- Follow the instructions given to you by your claims adjuster and care team if you have one.
- You will update your supervisor of any changes in status or expected changes in workers' compensation claim.
- If you have to call out of work due to your work-related injury, make sure to follow your normal call out procedure and contact Sedgwick at 1-855-231-0864 to report any intermittent absences or missing hours, so they can update timecards.
- If you have any questions about the Workers' Compensation Process or about Modified Duty Placement, please reach out to Legacy Health's Workers' Compensation Team at WorkComp@LHS.ORG.

