



IF A TEMPORARY EMPLOYEE HAS AN INJURY/ILLNESS THAT REQUIRES MEDICAL ASSISTANCE

- In cases of an emergency call 911 immediately.
- If the injury requires medical attention, but is not an emergency, go to an **Authorized in Network Medical Providers**.

Note: If the employee is unable to drive, a PSP representative should accompany the injured worker to an authorized medical provider for initial treatment.

Temporary Employee Responsibilities *Failure to comply to the below may result in the temporary employee being responsible for the full payment of all medical bills related to the work injury.

- Inform your supervisor immediately. You must report any injury to the on-site Supervisor and PSP representative **within 24** hours, no matter how minor the injury may seem. You will need to tell them when and where the injury occurred, what happened, and if anyone witnessed the injury.
- Complete an Incident Report within 24 hours of the injury and fax a copy to Personnel Solutions Plus.
- Utilize the Authorized Medical Providers listed above.
- Produce and ID at the time of treatment.
- You must be willing to undergo a drug screening within 48 hours of the injury occurring.
- Obtain a release from the Medical Provider approving your return to work.

In cases where injuries require medical treatment, PSP Workers' Compensation will report the incident to the Claims Administrator.

The insurance Claims Adjuster makes the final determination of whether your injury is work-related and what benefits you are entitled to receive. In some cases, the Claims Administrator conducts an investigation into the incident — a process that may cause a delay with you receiving your benefit compensation. You should receive a notice from the Claims Administrator shortly after the injury report is filed. It's important to keep in touch with PSP, in addition to the Claims Administrator, to prevent unnecessary delays in resolving your case.

- If necessary, seek medical treatment. You'll receive a referral if your injury requires medical treatment. Your supervisor will refer you to one of the authorized medical providers. If it's not medically possible to return to work, report to your supervisor and the Workers' Compensation Manager via phone immediately following your medical evaluation.

All medical bills and reports will be sent to the Claims Adjuster. The Workers' Compensation Coordinator needs to be aware of your continued absences due to the injury. Please forward copies of all work status slips you receive to the Workers' Compensation Manager and provide copies to your supervisor.

- Inform your doctor of PSP guidelines to provide you modified work or light duty. If possible, you'll be assigned a modified or light-duty work assignment while you are recovering from a work-related illness or injury. Such assignments will be temporary in nature and will be monitored by your immediate supervisor, department manager and the Workers' Compensation Manager. You are responsible for adhering to any job restrictions defined by your treating physician.
- Record time off work due to work-related injury or illness. Inform your supervisor and the Workers' Compensation Manager if you are off work due to the injury or illness. If you are off work for any

period of time, you must keep your supervisor and the Workers' Compensation Manager informed of your progress and provide them periodic updates from your physician concerning your recovery. After the Claims Administrator approves your time off work, your leave balance will be credited back to you.

- Provide a work status report from your doctor to your immediate supervisor and Workers' Compensation Manager upon returning to work. If you are not able to return to your full duties, PSP will conduct an interactive process with you to determine if there is a temporary or modified job assignment that you could perform. It is your responsibility to follow your medical provider's recommendations with respect to established work restrictions, limitations, therapies and physical capacities. You will be able to return to your normal work assignment as soon as your medical provider deems it is safe.
- Call us if you have questions, (813) 890-0670.

Temporary Employee Signature

Print Name

Date