



Workers' Compensation – Supervisor Instructions

Reporting Work-related Injury or Illness

The following steps should be followed by the supervisor when an employee's work-related injury or illness occurs:

- Arrange for immediate medical attention. To offer a PPO Physician you can:
 - Check the web-site at www.MCSIP.org and click on PPO Network, or
 - Contact the Nurse Case Manager at 800-234-5003, or
 - Locate an Immediate Care facility at www.MCSIP.org click on Downloads and choose the Immediate Care listing.
- Provide RX First Fill Information. Located at www.MCSIP.org under Find a Pharmacy – CorCareRX First Fill Pharmacy Instructions.
- Provide the employee with a copy of the Injured Employee Instructions document, found on www.MCSIP.org under documents.
- Report the work-related injury or illness through the Web site at www.MCSIP.org (password required) or by calling the toll-free claims reporting service at: **888-606-2562**
- To complete the ***EMPLOYER'S FIRST NOTICE OF LOSS (FNOL)*** form, you must be prepared to provide the following information regarding the injured employee:
 - Complete name (include middle initial, Jr., Sr., etc.)
 - Home address, city, state, zip code, county, and telephone number
 - Date of birth and social security number
 - Date of hire, job title, full time/part time, wage information
 - Union affiliation
 - Name and address of supervisor
 - Date, time, location, and nature of the injury (be specific)
 - Name of medical treatment provider
 - Type of safeguards or safety equipment provided. If not provided, why not. If used, could the injury have been prevented.