

## The Employer's Responsibility After an Injury

There are a few basic steps that should be initiated by each employer after an employee is injured on the job. The following will assist you in meeting those responsibilities.

1. Make sure that the injured worker is provided the appropriate medical treatment. If necessary arrange for transportation to an appropriate medical provider. In the event of a severe injury initiate appropriate emergency medical care including calling for the fire department or ambulance. Less severe injuries that are not threatening to life, limb or vision can be directed to appropriate urgent cares or occupational medical clinics. Contact the clinic regarding the employee in advance of his arrival if possible to expedite his treatment. Try to utilize the preferred providers listed in the claims packet or on our website.
2. Post accident drug testing should be done for every injured worker. If you don't have a company account the drug testing can be done through the UBIC account with Workforce QA, at no charge to the employer or worker. The account number is 175637. Make the medical provider aware of the need for each injured worker to receive a post accident drug test.
3. Complete the Employer's first report of injury **form 122**. This form should be completed as timely as possible and forwarded to S&C Claims Services. Blank forms are available at the UBIC office or through S&C Claims Services. The form can also be completed on line by going to [scclaimsut.com](http://scclaimsut.com). Upon completion the form can be faxed or mailed to our office. We will forward a copy of the first report of injury to the Labor Commission on your behalf.
4. The claims investigation forms (**A,B,C,D,E**) from the claims packet should be completed and forwarded to S&C Claims Services. These forms are also available on the website.
5. Try to provide modified or light duty to meet any restrictions that might limit the injured workers. Keeping your employee's working in a productive and safe capacity is the most effect cost savings action an employer can take following an injury.
6. If there is a severe case please contact us immediately and we'll assign a nurse to work directly with the hospital in ensuring the medical treatment is thorough.

Local Telephone in Salt Lake Area	(801) 268-0195
Toll Free Telephone Number	1-888-281-0045
"Hotline" Telephone Number 24hrs.	1-800-289-4502

Please feel free to contact our office if there are any questions regarding a work related injury.