WHAT TO DO WHEN AN EMPLOYEE IS INJURED AT WORK (For HCS Liaisons and Supervisors)

Does the injury require medical treatment?

- Complete the Electronic Incident Report Form with as much detail as possible regarding the injury.

Does the injury require medical treatment?

- Call the SSIF at 785-296-2364 to report the injury and request medical treatment.
- Complete the Electronic Incident Report Form with as much detail as possible regarding the injury.
- Complete the First Fill Letter and give to the employee for use in filling any necessary prescriptions related to the injury. Remember to inform the employee that the First Fill letter is only good for 24 hours after receipt and is only for their FIRST prescription(s) following the injury. The letter can only be used for prescription medications related to this injury.

EMERGENCY Medical Treatment?

- Take appropriate action to get the employee to the nearest emergency medical facility.
- Call the SSIF at 785-296-2364 to report the injury and emergency treatment.
- Complete the Electronic Incident Report Form with as much detail as possible regarding the injury.
- Complete the First Fill Letter and give to the employee for use in filling any necessary prescriptions related to the injury. Remember to inform the employee that the First Fill letter is only good for 24 hours after receipt and is only for their FIRST prescription(s) following the injury. The letter can only be used for prescription medications related to this injury.

In all cases the State Self Insurance Fund (SSIF) will make the final determination of whether or not the injury is compensable under workers compensation. If the injury is found to be non-compensable, the employee will be responsible for submitting any bills related to the denied claim to his or her health plan provider.