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

1. **Does the injury require medical treatment?**
   - **NO**
     - Complete the Accident Report Form with as much detail as possible regarding the injury.
   - **YES**
     - Call the SSIF at 785-296-2364 to report the injury and request medical treatment.
     - Complete the Accident 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.

2. **EMERGENCY Medical Treatment?**
   - **NO**
   - **YES**
     - 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 Accident Report Form with as much detail as possible regarding the injury. In the report, indicate that the employee received emergency medical attention and that the SSIF has been notified. If the employee is unavailable for signature, make a note and send the form without the employee’s signature for initial processing. Send a completed copy of the accident report at a later date with the employee’s signature.
     - 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.