VACORP Injury Reporting Flowchart

INJURY OCCURS

Employee Reports Injury to Supervisor or Manager

EMERGENCY?

CMPANY NURSE™
Because Accidents Happen™

24/7 Injury Hotline

YES → **Dial 911**
and get employee treated

NO

Employee/Supervisor calls 1-888-770-0925

CMPANY NURSE™
Because Accidents Happen™

24/7 Injury Hotline
with employee present, **before** employee leaves the premises.
For **emergencies**, call to report injury **after** treatment.

First Aid Advice Only
employee follows nurse's recommendations.
If medical situation worsens or does not improve, call Company Nurse again for Physicians Panel referral.

First Aid Advice & Medical Referral
nurse refers employee for emergency care AND offers physician panel.

MEMBER receives Report of Injury via email from Company Nurse.

VACORP receives Report of Injury via email from Company Nurse.

MEMBER receives Report of Injury via email from Company Nurse.

Medical Facility receives fax notice that employee is on the way for treatment; facility knows it is workers' comp claim; faxes Work Status to Member.

VACORP receives Report of Injury via email from Company Nurse.

VACORP prepares Employer's Report to VWCC per state guidelines.
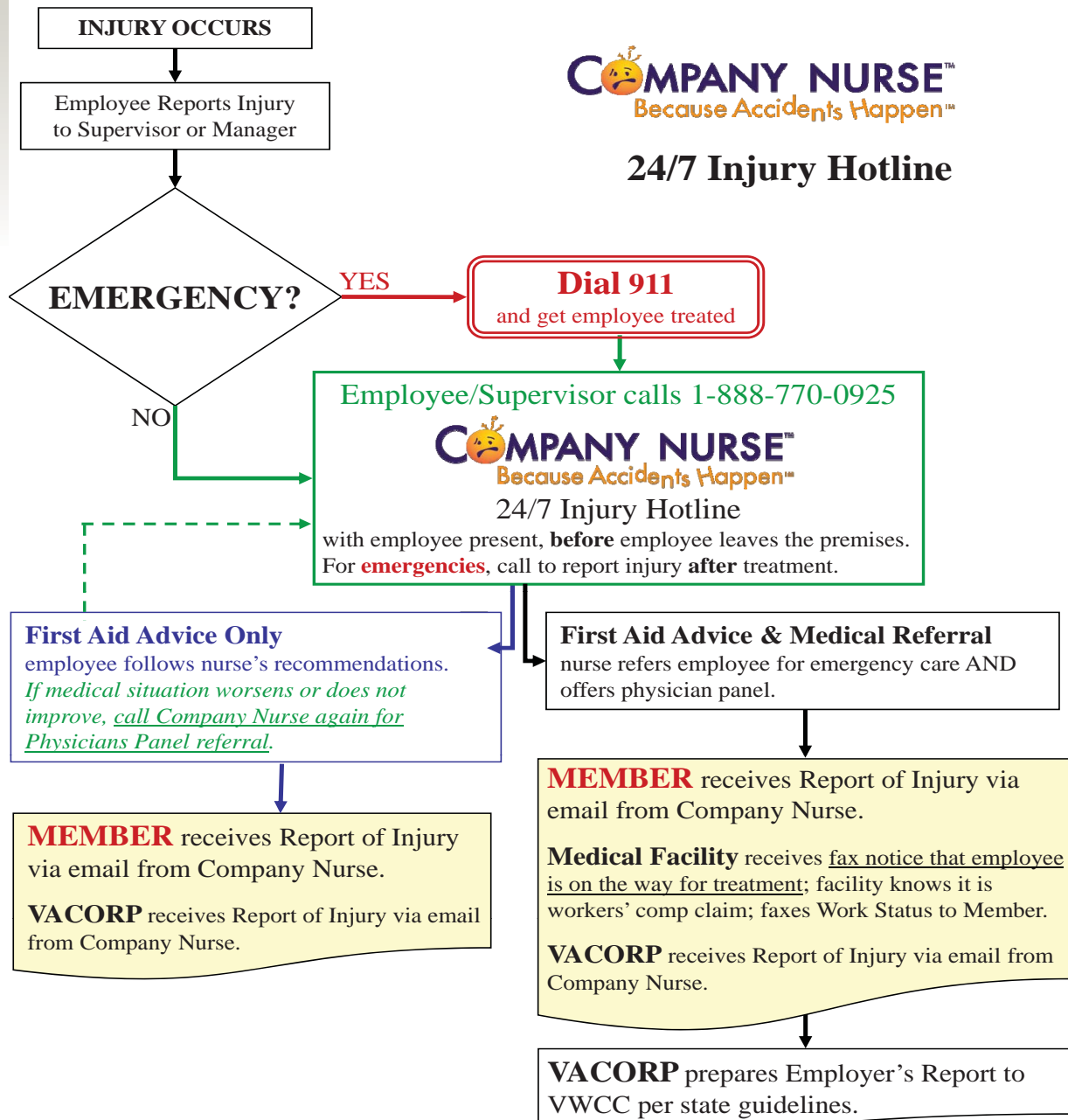
MEMBER receives weekly/monthly/quarterly summary report showing all of their incidents that week.

VACORP receives weekly report showing all incidents for ALL members that week.