

What you need to do when your employee is injured:

1. Ensure the worker has work accommodation to obtain emergency medical care; that is, ensure that they are able to access care if they need it. The worker decides if they need medical care; the supervisor determines if they will accommodate the time for the worker to get it.
2. The GLWACH Emergency Department can be consulted for emergency care whether a Workers Compensation claim has been submitted or not. The worker decides if they need emergency medical care. A supervisor can encourage, but not compel, a worker to submit to any medical treatment, including emergency care. Workers who wish to skip the emergency room visit can call Occupational Health to make their first medical appointment; however, this Section cannot manage medical emergencies.
3. There is no need for any Workers Compensation paperwork to accompany a worker to the GLWACH Emergency Department. Although Workers Compensation claimants are welcome in the Occupational Health section following an injury, there is no requirement that they go there. The appointment number is (573) 596-0039.
4. Workers who have sustained a workplace injury or suspect that they have an occupational illness may submit a claim to the Department of Labor through E-comp: <https://www.ecomp.dol.gov/>. Workplace injuries typically arise from events that occurred in a single day; illnesses typically arise over the course of days, weeks, or months. Follow the directions online to submit the correct claim type, whether it is an injury or an illness. Workers who need help with this can consult Dr. Williamson in Occupational Health.
5. Workers do not have to initiate a Workers Compensation claim. That is up to them. Workers who submit such a claim will need their supervisor's input at some point. The E-comp system will contact the supervisor based on information given by the injured worker.
6. Written notice of injury must be filed with Workers Compensation within 30 days after the occurrence of the injury in most cases, although there are some exceptions. The clock starts for injuries on the date of injury and is counted in calendar, not business, days.
7. A claimant for Federal Workers Compensation benefits can choose to receive care from any medical provider who accepts Federal Workers Compensation as a payor. Occupational Health can provide care under this system. Supervisors cannot direct workers to receive medical care from any particular medical provider.
8. Any worker (or supervisor!) can make an appointment to consult Dr. Williamson regarding occupational injury or illness, regardless of the status of any Workers Compensation claim. Sometimes, workers just need questions answered, and that's good enough reason to make an appointment.
9. If there is an injury please contact the safety office so they are aware of the situation and they can assist with reporting requirements. It is the supervisors' responsibility to report injuries. Online reporting is preferred at ReportIt! (<https://reportit.safety.army.mil/>). Alternatively, a DA

Form 285\_AB (Abbreviated Ground Accident Report) can be completed and forwarded to Hospital Safety. This can be obtained from the Army Publishing Directorate.

10. Further details are found in MEDDAC Reg. 40-21, Medical Care for Civilian Employee Illness Injury.

11. The POC for this summary is Dr. Williamson, Chief of Occupational Medicine, GLWACH, at 6-0039.