



24/7/365

NEW INCIDENT SUPERVISOR CHECKLIST

This checklist is signed by the injured worker’s supervisor and attached with the C-1 Incident Report for on-the-job injuries only. Do not use for organization’s clients or customers. Checklist is for PACT members only.

Always call 911 first for any potential life-threatening situations. DO NOT wait on hold for a Triage Nurse!

1: Call (844) 334-6472 to initiate the Triage process.

Date of call: _____ Time of call: _____

2: Initiate Triage process.

- First, Supervisor will speak with Triage Nurse.
• Second, injured worker will speak with Triage Nurse in private.

3: Receive treatment recommendations.

- Triage Nurse will provide recommendation for self-care (first aid) or off-site treatment to injured worker.
• Triage Nurse will provide recommendation for self-care (first aid) or off-site treatment to supervisor.
• Supervisor will receive incident report confirmation number.

Confirmation Number: _____

4: Complete Form C-1.

- Supervisor will complete Form C-1 with injured worker and forward to Human Resources or Workers’ Compensation Coordinator.

5: Implement Triage Nurse Recommendations.

- If the injured worker is advised by the Triage Nurse for offsite treatment, send the injured worker for treatment with a copy of Form C-1 and the First Fill Form, and confirm that he/she has Workers’ Compensation Insurance Card. (A copy of the Workers’ Compensation Insurance Card is on the back of the First Fill Form.)
• If the injured worker is advised by the Triage Nurse for self-care, follow-up with the injured worker as directed by the Triage Nurse. Advise the injured worker if his or her injury worsens, he or she can contact the Pre-Claim Triage phone number. Provide a copy of the Form C-1, First Fill Form, and New Incident Supervisor Checklist to the injured worker.

Employer/Agency: _____

Employee Name: _____

Supervisor (Print Name) Signature Date

