



## INSTRUCTIONS FOR REPORTING A WORKPLACE INJURY

**\*\*Please note: In the event of an emergency, prioritize medical attention, and then follow up with the injury reports immediately thereafter.**

### **Client Responsibilities:**

- Immediately notify Stellar Staffing of the incident and/or injury
- Make sure all reports are completed and faxed within seven (7) days
- Follow up with injured employee to determine his work status
- Notify us once the injured employee returns to work or if he/she will lose time from work.
- Fax any medical documents or bills you have received

\*\* Injury reports should be completed and faxed to our office as soon as possible but the employer has seven (7) days to turn in all reports.

### **Supervisor Responsibilities:** (i.e. the person employee directly reports to on assignment)

- If an employee reports an incident to supervisor, the supervisor must then assist the employee in receiving medical care (if necessary contact our office for the location of the closest clinic or hospital)
- Please request a post accident drug screen at the time of initial treatment
- Immediately notify Stellar Staffing of incident
- Once initial treatment is rendered supervisor should complete the *Supervisor's Report of Injury*
- Supervisor should then have employee complete the *Employee Incident Report*
- If any witnesses have them complete the *Witness Incident Report*
- Fax all reports and any medical documents or bills you have received to our office



**Employee's Responsibilities:**

- Notify his/her supervisor or the office immediately of his/her injury –  
(FAILURE TO DO SO WITHIN 30 DAYS MAY DISQUALIFY YOU FROM BENEFITS)
- Complete and sign the Employee Incident Report immediately
- If medical attention is required, refer provider to Stellar Staffing for **Authorization for Medical Treatment** and payment instructions
- Return the Work Status Form to your employer and have treating doctor fax a copy to our office
- If you have been taken off of work or placed on modified duty it is your responsibility to notify your employer of your work status and your expected return to work date.

*If any further instructions are needed please contact Stellar Staffing at (409) 837-2738 or toll free at (866) 374-9528.*



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