

# TEAM MEMBER GUIDE:

# 5 STEPS TO TAKE WHEN A WORKPLACE INJURY OCCURS



## Report Incident IMMEDIATELY to Your Manager

Team members should notify their manager as soon as an incident occurs.



## Obtain First Aid (if necessary)

If you would like to speak immediately to a nurse about your injury, please contact TriageNow at (844) 529-5888



## Complete Workplace Injury Report

Obtain the CSG First Report of Workplace Injury form from your manager and fill out **STEP 3** with details of the incident. Submit the completed form to your Manager or Human Resources.



## Medical Treatment (if necessary)

If outside medical treatment is necessary, obtain from the manager the Authorization for Medical Treatment, Workers Compensation Guidelines, Temporary Prescription ID Card & CSG/Compass Cares Letter with you to give to the medical provider.



## Return-to-Work Documentation

Prior to returning to work, provide all medical documentation that was received during medical treatment to Human Resources to approve eligibility to return to work.



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