HOW TO NAVIGATE A WORK INJURY

Work Injury Occurs

Is this an Emergency?

YES

NO

CALL 911 IMMEDIATELY
Notify Supervisor

- **Seek emergency medical treatment immediately.**
- **Notify the supervisor as soon as possible.**
- **The supervisor contacts the Company Nurse and completes their paperwork.**

CALL COMPANY NURSE
Notify Supervisor



Is Treatment Required?

YES

The supervisor will provide the following forms within 1 business day of knowledge:

- **Medical Provider Network (MPN) Information.**
- **Mitchell First Fill Program Information**
- **DCW-1 Workers' Compensation Claim Form.**
- **Submit required claim documentation to Risk Management.**

NO

- **Complete Supervisor or Employee Accident Investigation Forms.**
- **No claim form required.**
- **Return to usual and customary job duties.**
- **No further action required.**