

## **Employee Responsibilities**

1. Immediately report all work-related accidents to your supervisor or the designated person at your work location.
2. If your work-related accident results in the need for medical treatment, and is not an emergency, you must immediately report the injury to your supervisor before seeking medical treatment.
3. Contact the Workers' Compensation (WC) Designee at your work site to complete a notice of injury report and obtain authorization for medical services. You are required to seek medical treatment at an authorized workers' compensation network provider nearest your work location.
4. A Johns Eastern Company representative will contact you after you file your notice of injury report. For your convenience, workers' compensation wall cards are posted at your work location with outlined procedures and network provider information.
5. Obtain all medical services from a provider within the District's authorized workers' compensation provider network. If your treating physician approves treatment by another physician, you must obtain authorization from Johns Eastern Company at 800-749-3044 before your first date of treatment.
6. Follow your physician, case manager and/or adjuster's instructions concerning your treatment and ask questions if you do not understand or need an explanation.
7. Provide your treating physician with complete information on your medical history and current medical problem as related to your employment.
8. Keep all scheduled appointments and be on time for all medical treatments and evaluations. You are encouraged to schedule appointments before or after your normal work schedule.
9. If you choose to cancel or do not keep your scheduled appointment(s), you may be considered in non-compliance, which may affect your eligibility for certain workers' compensation benefits. Contact the case manager or adjuster assigned to your case before canceling or rescheduling an approved appointment.
10. Return to work as soon as your treating physician releases you.
11. Only request medical treatment for injuries or illnesses related to your work environment.
12. Cooperate and respond to all requests from Johns Eastern Company regarding your work-related accident.