

WHAT TO DO IF YOU ARE INJURED ON THE JOB



✓ **Promptly report work related injuries to your supervisor!!!!!!!!!!!!!!**

- Provide your supervisor with a completed Notice of Accidental Injury or Disease form (8aWCA) within 24 hours of your injury. The form is available on the Division of Risk & Benefits' Workers' Compensation webpage - [Reporting an Injury | NH Dept. of Administrative Services | Risk and Benefits](#) Talk to your supervisor about any additional forms which may be required by your agency.

✓ **Get the care you need so you can get better and return to work. We want you to be healthy and injury-free!**

- If you need Emergency care, and circumstances prohibit use of a network provider, then seek treatment from the nearest medical provider with the necessary services.
- If you need Non-Emergency care, then you must treat with a provider in Travelers/CSS Managed Care Network. Call Travelers at 1-800-422-3340 ext. 5089466594 for help identifying network providers near you.

✓ **What to do while your claim is ongoing.**

- If your medical provider indicates you cannot work or have work restrictions, talk to your supervisor or HR administrator about your work restrictions and temporary alternative work.
 - Your supervisor and HR administrator will work with you to explore the availability of temporary alternative work.
- After each medical visit, make sure your provider gives you a copy of the workers' compensation medical form (75 WCA-1), as required by the New Hampshire Department of Labor.
 - Provide a copy of the medical form to your HR administrator within 24 hours of your office visit.
- Talk with your supervisor regularly to update them on your progress and return to work status.

✓ **One last thing, if you see hazardous or unsafe work conditions PLEASE report them to your supervisor *immediately!***