

Teammate Injury Reporting Checklist & Guide

All injuries, no matter how minor, must be reported to human resources. Please use this guide to navigate appropriate next steps.

Injury reporting: For all injury reports, the following documents are required (*per Neb. Rev. Stat. Sec. 48-133, the forms must be submitted to HR within 24 hours of the incident*). All injury documents can be found on the Department of Administrative Services – State Risk Website (https://sharepoint.nebraska.gov/as/risk/workcomp/_layouts/15/start.aspx#/SitePages/Home.aspx)

1. **Employee Incident Form** – This document is necessary to record in detail what happened during the incident and what was injured.
2. **Supervisor Investigation Report** – Give this form to your supervisor to complete after you report the incident to them.
3. **Witness Report Form** – Your supervisor should have any State teammates who witnessed the incident complete this form.

If you are not seeking medical attention for your injury, continue to the “submitting paperwork” step below. If you are not seeking medical attention, your injury and incident paperwork will be filed as an “incident only.” An Incident Only claim does not initiate an investigation, it is simply a record of the incident. If you decide later to seek medical attention, the claim will be opened for investigation. **If you are seeking medical attention or decide to seek medical attention at a later date, continue to the next step, “medical visits”.**

Medical visits: If you have seen or plan to see a doctor for your injury, the following paperwork is required for Gallagher Bassett (GB), our worker’s compensation partner, to investigate the compensability of your claim. Failure to complete all required documents may result in the denial of your claim.

1. **Form 50 – Choice of Doctor** – Complete the 1st and 2nd section of this form. This form indicates your understanding that you can choose your doctor and identify the doctor. Section 3 is left blank.
2. **HIPAA Compliant** – This form is required for GB to fully investigate your claim. Failure to complete the document may result in your claim being denied.
3. **7-Day Wait Period Acknowledgement** – The 7-day wait period is a state and federal law that states there will be no Work Comp benefits paid out for the first 7 days after the injury. This document indicates your understanding of this rule.
4. **Request for Workability** – This form is completed by your doctor to communicate to HR and to GB your workability after the injury. You will take this form with you each time you visit the doctor for your injury.

Optional Medical Forms:

5. **Mileage Reimbursement** – You may be entitled to mileage expenses for medical appointments. This form can be completed and submitted to GB for reimbursement determination.
6. **First Script** – This is a one-time use form to acquire prescribed medication on your first doctor visit due to a work-related injury. Take this form with you to the pharmacy to receive initial prescriptions. If your injury claim is approved, you will receive a card in the mail from GB for future prescriptions.

Lost Time: See steps below if you have missed any time from work due to your injury.

1. Complete the Lost Hours Spreadsheet with a list of any hours that you missed due to the injury.
2. Include a doctor’s note to verify lost time requested. Failure to include documentation to confirm the lost time is related to the injury may result in denial of pay.
3. When submitting a timecard, you will only submit hours physically worked. Hours “lost” due to the injury are reported separately, explained in step 1 and 2 above.

Submitting Paperwork

1. Teammate submits a Case through the Workday Help Center.
 - a. Navigate to the EWC (found [here](#) or at link.nebraska.gov).
 - b. Click on ‘Menu’ in the upper-left corner.
 - c. Click on ‘Help.’
 - d. Click on ‘Create Case’ at the bottom of the page.
 - e. Select Case Type: ‘**Workplace Injury/Workers’ Compensation**’ from the drop-down menu.

Injury Reporting Process

