
TO: MANCON Supervisor

FROM: MANCON Corporate Human Resources

SUBJECT: Workplace Accident, Injury and Illness Instructions

DATE: December 2019

When an employee reports an accident (car, forklift etc.), injury (laceration, contusion, etc.), or an illness (allergic reaction, exposure, etc.) follow the steps below.

Supervisor Completes the Following

1. **Report of Incident Form** – Incident report needs to be completed and signed by the manager or supervisor. **At the very least, return Page 1 of the packet to MANCON HR within 24 hours of notification of the incident.**
2. **Medical Treatment Authorization** – This form provides the medical facility, where the employee may seek treatment, the information they need for workers comp claims. Most importantly, this form instructs the facility to send MANCON the bills for related medical treatment. The Supervisor should complete this form, make a copy for HR and give the original to the employee to take with them to the medical facility. Be sure to select if a drug screen is required. **NOTE: Before sending an employee for treatment or a drug screen, HR must be contacted and must authorize treatment and/or a drug screen.**
3. **State Workers Comp Form** – The following states require MANCON to provide the employee with a state specific workers comp form for completion: AK, AR, CA, KS, MD, ND, OH, TX, Washington D.C., and WY. If the state where the incident occurred has this requirement, provide the form to the employee to complete.

Employee Completes the Following

1. **MANCON PANEL** – This form is used to inform MANCON of the medical facility chosen by the employee for medical treatment. This form also tells MANCON if the employee is refusing to seek treatment at this time or is not claiming an injury at this time.
2. **Patient Authorization to Release Information** – This form should be signed by the employee to allow their physician to release their treatment information to MANCON.
3. **Timesheet Entry Form** – The employee completes this based on the date/times s/he went for medical attention and/or a drug screen.

Send the Employee to Medical Facility with the Following

1. **Physician Panel** – This provides employees a list of doctors and hospitals in their area to choose to seek treatment from. Visit MANCON's Workers Compensation website for a list of the Physician Panels by worksite. If we do not provide a copy of this to the employee, we lose our ability to direct care with approved facilities.
2. **Medical Treatment Authorization** – Description in Supervisor Completes section above.
3. **Return to Work/Ability to Work Recommendation Form** – This form, three pages, is for the employee to take with him/her to the medical facility chosen. The treating doctor can complete this form identifying the results of his evaluation or he can submit a physician note on his letterhead regarding the results of his evaluation.

4. **Quest Diagnostics Drug Screen** – Many work-related incidents require a drug screen. **Contact HR prior to sending an employee to get a drug screen.** Managers with Chain of Custody Forms and/or Drug Screen Kits can give the form/kit to the employee and visit a collection site near the worksite. The employee must take a government issued ID – ex. Driver’s License to the drug screen location to obtain the drug screen. MANCON requires drug screens to be performed as soon as possible but no later than 72 hours.

Other Forms

1. **Incident Witness Statement** – If applicable, this form should be filled out by any witnesses that were present for the incident. If a witness refuses to complete the form, the Supervisor or Manager can obtain a verbal statement and then the Supervisor/Manager can document the conversation on the witness form.
2. Collect Police Reports, if applicable

Completion of the Timesheet

The approving manager is responsible to ensure that the timesheet accurately reflects the actual hours worked for any days associated with the date of the incident including the date when medical attention was sought, the date when the drug screen was performed, and the date when any follow up medical treatment is sought. Use the Timesheet Entry Form to check that the correct hours are entered for each applicable line.

Missed Time

MANCON pays employees up to 8 hours on the day of injury for seeking medical treatment due to a work-related injury. If the employee chooses not to seek medical treatment on the day of injury, MANCON will not pay him/her for missed time for seeking treatment on any day after the injury. Applicable MANCON Leave Policy guidelines will be enforced unless restricted by state regulations. MANCON pays employees for the time it takes to obtain a drug screen. (MANCON requires a drug screen be performed as soon as possible but no later than 72 hours. Failure to adhere to these requirements will result in actions according to MANCON’s Drug-Free Workplace policy signed upon hire.)

Follow-up Appointments

Employees are encouraged to make follow-up appointments before or after work or on the weekends to avoid missing time from work. If an employee misses time during their work schedule, applicable MANCON Leave Policy guidelines will be enforced unless restricted by state regulations. Contact MANCON HR for further information.

Physician Orders to Refrain from Work

MANCON does not pay employees for missed time from work due to physician orders. CNA, MANCON’s workers compensation insurance company, may pay disability benefits for missed time due to physician orders based on the applicable state workers compensation regulations. If the employee asks questions regarding applicable state regulations, instruct the employee to contact the Workers Compensation Insurance representative assigned to the claim (the employee received a letter from CAN with the contact information).

Medical Bills

Even if bills are presumed to be paid by MANCON or CNA, the employee should not be receiving bills at their residence. All bills received regarding incidents related to MANCON must be forwarded to the MANCON manager or MANCON Site Office as soon as possible. The Manager/Site Office must forward the bills to MANCON HR.