

WORKERS' COMPENSATION

IF AN EMPLOYEE IS INJURED ON THE JOB:

1. LIFE THREATENING EMERGENCY

- 1) IF IT IS A LIFE THREATENING EMERGENCY, DIAL 911 OR TRANSPORT INJURED EMPLOYEE TO THE NEAREST HOSPITAL OR URGENT CARE FACILITY.
- 2) IMMEDIATELY CALL ONESOURCE TO REPORT THE INCIDENT 678-990-8630.
- 3) IF ONESOURCE IS NOT AVAILABLE, CALL THE NUMBER LISTED ON THE PINK POSTER ENTITLED "OFFICIAL NOTICE" FOR ASSISTANCE AND FOLLOW-UP WITH ONESOURCE THE NEXT BUSINESS DAY.
- 4) **ALL INJURED EMPLOYEES MUST SUBMIT TO A 10-PANEL DRUG SCREEN. NO EXCEPTIONS!! PLEASE MAKE THE MEDICAL PROVIDER AWARE OF THIS.**

2. NON-LIFE THREATENING EMERGENCY DURING BUSINESS HOURS

- 1) IMMEDIATELY CONTACT ONESOURCE AT 678-990-8630. ALL INJURIES MUST BE REPORTED WITHIN 8 HOURS OF THE INJURY EVEN IF TREATMENT IS REFUSED.
- 2) HAVE THE EMPLOYEE CHOOSE AN APPROVED PROVIDER FROM THE PINK PANEL POSTED AT YOUR LOCATION. ONESOURCE WILL COORDINATE THE EMPLOYEE'S VISIT WITH THE PROVIDER OF THEIR CHOICE.
- 3) **ALL INJURED EMPLOYEES MUST SUBMIT TO A 10-PANEL DRUG SCREEN EVEN IF TREATMENT IS REFUSED. NO EXCEPTIONS!!**

3. NON-LIFE THREATENING EMERGENCY ON WEEKENDS OR AFTER BUSINESS HOURS

- 1) THE EMPLOYEE MUST BE TREATED WITHIN 8 HOURS OF THE INJURY AT THE FACILITY OF THEIR CHOICE FROM THE PINK PANEL POSTED AT YOUR LOCATION.
- 2) **NOTIFY THE PROVIDER THAT INJURED EMPLOYEE MUST SUBMIT TO A 10-PANEL DRUG SCREEN EVEN IF TREATMENT IS REFUSED. NO EXCEPTIONS!!**
- 3) INFORM THE PROVIDER THE INJURED WORKER IS AN EMPLOYEE OF ONESOURCE BUSINESS SOLUTIONS.
- 4) REPORT THE INJURY TO ONESOURCE AT 678-990-8630 THE NEXT BUSINESS DAY.

NOTE: IF THESE PROCEDURES ARE NOT FOLLOWED, ONESOURCE WILL ENFORCE A DEDUCTIBLE OF UP TO \$5,000.00.