

TO REACH THE COMPANY NURSE CALL: 1-877-854-6877

Company Nurse is a service staffed by registered nurses 24 hours a day, 365 days a year, that provides injury assessment, first aid services and medical triage over the phone to **employees injured on the job**. On the basis of the injury, the Company Nurse sends employees to the appropriate medical provider. The information collected by the Company Nurse is provided to the City, medical providers, and insurance adjusters.

The Company Nurse places the medical decision making in the hands of medical professionals rather than employees at the scene of an accident. Also, the Company Nurse will initiate proper reporting procedures for work related injuries.

When an injury occurs, the employee should immediately notify his/her supervisor. The supervisor should make a toll free call to **1-877-854-6877**. A medical professional will gather information from the supervisor and injured employee over the phone and advise the appropriate treatment.

Injuries not requiring a doctor's attention are given a treatment plan and work status.

Injured employees are directed to the appropriate care facility.

Immediately following the call, an Injury Alert Form is faxed to the designated medical provider.

Use good judgment. In the case of life/limb threatening injury, the injured employee should seek emergency medical care immediately. The supervisor should then notify Company Nurse prior to the completion of the shift to initiate the filing of the claim.