

Workers Comp:

Employees other than Police and Fire:

Once an employee has reported an injury through Company Nurse:

- HR, the supervisor and the employee will typically receive a call from the workers' comp claim examiner who has been assigned the claim. They will ask for any details about the injury.
- A report will come from McFarland Occupational Medicine (or urgent care or ER) providing instructions on any work related restrictions – the employee will provide their supervisor with a copy. Please scan a copy to HR immediately upon receipt.
- The insurance carrier gives authorization for additional procedures, testing or PT – the City is NOT authorized to do this.
- If medication is needed – they can go to Hy-Vee on Center Street and let them know it is workers' comp through the City of Marshalltown and Hy-Vee will bill HR directly.
- Any recurrent issues that they have not been seen recently by the doctor for, that are less than two years old, that an employee is concerned about, they need to call Company Nurse to discuss the nature of their concerns and receive guidance on next steps.

Police and Fire:

- Police and Fire are self funded so they do not call Company Nurse. They will complete a Work Related First Report of Injury or Illness Report and turn it in to their supervisor and a copy needs to be sent immediately to Human Resources.
- In Jill's absence, if they have a non-emergent injury and need to be seen by McFarland Clinic Occupational Medicine, you can follow the notes Workers Comp – Making Appointments.
- A report will come from McFarland Clinic Occupational Clinic office (or urgent care or ER) providing instructions on any work related restrictions – the employee will provide their supervisor with a copy. Please scan a copy to HR immediately upon receipt.
- If physical therapy is needed, the Physical Therapy department will contact HR to get authorization for a certain number of visits.
- **HR needs to give approval** for all additional procedures, testing or PT – the supervisor does NOT do this.
- Any old claims – no matter the length of time, an appointment should be made with the Company doctor. The employee should contact their Supervisor and HR to discuss first.

**EMPLOYEES SHOULD NOT GO SEE THEIR OWN PHYSICIAN – THEY WILL BE
LIABLE FOR THOSE CHARGES.**