

How It's Done

Department: All Stores **Revision Date:** 8/28/2014

JKC Injured Employee HID #: 002 Subject:

Purpose

BIGREDF RESTAURANT GROUP

All injuries must be reported within 24 hours. Injuries that do not require outside medical attention are still required to be reported. Even if the employee does not appear to need any medical care, ever...still required!

Responsibility

It is the responsibility of the manager on duty at the time of injury to inspect the injury, determine course of care with the injured person and complete a first report of injury

Jax Kansas City

Pinnacol Assurance manages our worker's comp policy but coverage is offered by Zurich

HOW?

- 1. Injured Employee Is Most Important
 - a. Determine what medical care is necessary
 - b. If outside medical care is needed, proceed to step 2
 - c. If outside medical care is not needed, proceed to step 3
- 2. If Medical Care Is Needed
 - a. Print '2015 WORK COMP PACKET_JKC' packet on Drive > Shared BRF HR docs > Work Comp; all individual docs are available on Drive
 - b. Give three docs to injured employee
 - i. WC Letter to Employee
 - ii. Designated Providers
 - iii. Medical Provider Letter
- 3. Report Injury [please report using www.zurichna.com, call or fax].
- > Online.

See supporting doc: Other States Coverage

- a. https://webclaims.zurichna.com > Under Report a Claim, select Workers Compensation
- b. Zurich Policy #WC9692003
- c. FEIN: 46-5134931

> Call.

- a. Complete JKC's FROI Form
- b. Pinnacol Policy #4166213
- c. FEIN: 46-5134931
- d. Call to 1-800-873-7242
- e. Pinnacol customer service representative will transfer claim information to Zurich

> Fax.

- a. Complete JKC's FROI Form
- b. Pinnacol Policy #4166213
- c. FEIN: 46-5134931
- d. Fax to 1-888-329-2251
- e. Pinnacol customer service representative will transfer claim information to Zurich

4. Take Corrective Action

- a. Determine whether injury was user error or if a safety issue caused the injury. See supporting document: Employee/Customer Incident Investigation Report
- b. If there is a safety issue, correct immediately.
- 5. File any documents, forms, invoices, etc. for a worker's compensation claim in a SEPARATE binder and/or file. Employee records regarding medical treatment <u>cannot</u> be filed in personnel/employee files
- Questions, claims issues, reporting issues Contact BigRedF HR iva.townsend@bigredf.com 303-448-9182 ext 19