

# Top Ten

# 10

## Things To Know and Do If An Injury Occurs At Work

- 1.** Report the injury or condition immediately.
  - Co-worker
  - Management
  - Union - if applicable
- 2.** Complete a written report and keep a copy.
- 3.** Seek immediate medical care and keep a list of the providers.
  - Iowa - employer selects or authorizes medical care
  - Illinois - employee choice of medical
- 4.** Provide a thorough and consistent history of injury and medical history to employer and medical providers.
  - Maintain calendar of treatment, events, and appointments
  - Iowa - some exceptions
- 5.** Do not permit telephone interviews to be recorded.
- 6.** Keep your payroll records.
- 7.** Maintain medical records and bills.
- 8.** Don't assume an injury, accident, or illness is or is not work-related.
- 9.** Check to see if other benefits may be available to you (e.g. FMLA, ADA, STD, SS, etc.)
- 10.** Consult with an attorney if you have questions regarding your rights, reporting requirements, notice and filing deadlines, etc.



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