



Injury Reporting Kit

Steps to follow in the event of a workplace injury.

- ASSESS THE SITUATION.**
If emergency medical attention is needed, **CALL 911 IMMEDIATELY!**
- If not an emergency, have employee sign the **AUTHORIZATION TO OBTAIN INFORMATION** and mail to MEM, P.O. Box 1810, Columbia, MO 65205.
- Complete the **WORK COMP AUTHORIZATION FOR MEDICAL TREATMENT** and place in Injured Employee Kit.
- Submit the **WORK COMP DECLINATION OF MEDICAL TREATMENT** if the injured employee denies treatment.
- Complete **EMPLOYER'S PHYSICAL CAPACITIES REQUIREMENTS** and place in Injured Employee Kit.
- Immediately review **INJURED EMPLOYEE KIT** with injured employee. Be sure to include details regarding the upcoming medical appointment and instruct them to take the the Injured Employee Kit with contents to the medical appointment.
- DIRECT INJURED EMPLOYEE TO:**
Clinic: _____
Location: _____
Phone: _____
- REPORT INJURY TO MEM WITHIN 24 HOURS.**
You can report the injury to MEM directly by:
 - logging on to **www.mem-ins.com**
 - calling 1.800.442.0593
 - faxing it to 1.800.442.0597

Contents

- Authorization to Obtain Information
- Work Comp Authorization for Medical Treatment
- Work Comp Declination of Medical Treatment
- Return to Work/Physical Capability Form
- Report of Injury Fax Cover Sheet
- Report of Injury Form
- Incident Investigation Report
- Incident Witness Statement
- Incident Corrective Action Form
- Injured Employee Kit

Next Steps

- Complete and mail **INCIDENT INVESTIGATION REPORT** including gathering witness statements.
- Complete and mail **INCIDENT CORRECTIVE ACTION FORM.**
- If you haven't already, mail **AUTHORIZATION TO OBTAIN INFORMATION** to MEM.
- Maintain contact with injured employee by making regular calls or visits.
- Plan the injured employee's return to work, whether it be full or transitional duty.

For more information or additional kits:



www.mem-ins.com



1.800.442.0593

