



UMIALIK

INSURANCE COMPANY

A member of the Western National Insurance Group

WHAT TO DO AFTER AN INJURY OCCURS

- Call the 24/7 Triage Nurse Helpline: (1-855) 607-7548**
The Employee will be evaluated for the injury and their immediate medical need.
- If medical treatment is recommended for the employee:**
Send a Return to Work Authorization form with the employee to the doctor, which the employee should return immediately to you.
- Secure the scene and investigate the accident**
Take corrective action to control secondary accidents. Identify sources of hazards and preserve evidence. Interview employees and witnesses.
- File an Injury Report Form with Umialik Insurance immediately**
Phone Toll Free: (1-855) 607-7548
- Coordinate the employee's return to work**
If work restrictions are set, offer compatible, modified duties. If there is lost or restricted work time, talk with the employee regularly and communicate after each doctor visit.
- Complete an Incident Report Form**
The employee should complete the top, and Supervisor should complete the bottom portions of the Incident Report form. The Company Management and Safety Committee should review the matter and retain these records.
- Send medical information and billings to:**
Umialik Insurance Company c/o Mitchell
P O BOX 2811
Clinton IA 52733
- Stay in contact with the injured employee. Call Umialik Insurance immediately if the employee misses work after an injury or when the employee returns to work (1-888) 590-5445**

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