



## **Attention Allied Health Supervisors:**

What to do if Allied 24/7 Employee is injured while in the Facility?

1. Employee is Directed to report any injuries to the Supervisor
2. Supervisor will call Allied 24/7 to report injury 1-866-687-7376 (Allied 24/7 representative is available 24 hours a day) Please have available: 1. Employee name 2. Shift Employee is working including start time.
3. Nature of injury.
4. What time injury occurred.
5. What time injury was reported.
6. Was an incident report filled out (if so, could you fax to 1-973-689-2749).
7. Was the employee directed to receive Medical treatment? (All cost related to employees' injuries will be covered by Allied 24/7 Workman's Compensation Carrier when reported immediately)
8. Employee will be instructed to speak to Allied 24/7 representative if the injury is not emergent. If the injury requires Immediate medical attention a Allied 24/7 Representative will provide a Workman's Compensation Billing information for any treatment required.
9. After being seen in the emergency room the employee should report back to the nursing supervisor  
\*If the employee is able to report back to work a copy of the ER discharge and a clearance to return to work should be provided to the Allied Health Supervisor \* If the employee is not physically able to return to work then the a Copy of the ER discharge papers and a doctor's note excusing the patient from work should be provided to the nursing Supervisor
10. Finally, all follow up documentation should be faxed to

Marion McLean, CNO

Workman's Compensation and Disability Supervisor

Fax 1- 973-689- 2749 Phone 1-973-709-1009 ext. 1213

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Thank you for your time and consideration. Please keep this posted for your Allied Health Supervisors, if you have any questions, please feel free to contact Marion at the contact information above.