

GENERAL INFORMATION

Employee's Responsibility

Only duty is to report the injury the supervisor and the Workers' Compensation Program

- Who was injured
- When did it happen
- Where did it happen
- How did it happen

Supervisor's Responsibility

1. Checks injury to see if the employee needs medical care
2. Makes an initial inquiry/investigation
3. Determines if witness were present
4. Ensures that a Report of Injury form is completed immediately
5. Files the Report of Injury form with the Workers' Compensation Program

Required documents/forms include but are not limited to the following:

- Report of Injury form
- Navajo Nation Vehicle Accident form (if applicable)
- Accident or police Report
- Travel Authorization
- Witness statements
- Personnel Action Forms
- Job descriptions
- Shift, weekly, or monthly schedules
- Official time sheets for the period of disability
- Authorization for disclosure of medical information
- Doctors' statements
- Medical return to work statements
- Medical records
- Medical referral notices