



SCS ON THE JOB INJURY (OJI) PROCEDURES/GUIDELINES

- All on the job injuries **must** be reported the same day they occur. The injury should be reported to the immediate supervisor. If the supervisor is unavailable then report the injury to an administrator or other staff.
- Unless the injury is a threat to life or limb, the employee **must first** go to one of the SCS health clinics. Employees should **not** go to an emergency room, minor medical clinic or their primary care physician. The employee should call the SCS clinic to make an appointment. There are **no walk-ins**. The clinic appointment number is **416-6079**. The employee should confirm the accident report has been submitted online to Risk Management prior to making an appointment. The clinics are located at:

Gray's Creek	2800 Gray's Creek (7:00 AM – 5:00 PM)
Central Office East	130 Flicker Street (8:00 AM – 6:00 PM)

- Employees should make appointments with the least interruption to their work day. Employees should **NOT** take off the entire day to go to an appointment.
- If the injury occurs after the clinics have closed, and emergency treatment is necessary, should seek treatment from a Methodist or St. Francis Hospital. Any follow up treatment must be sought at the SCS clinic.
- In the event the employee needs critical emergency treatment, and an ambulance is called, the employee should be taken to the nearest emergency room, preferably **Methodist or St. Francis Hospital**. Upon release the employee should follow up with the Risk Management Dept to obtain a Cigna claims form, in which the employee will need to provide to the emergency room billing dept. The employee should not provide their personal medical insurance.
- If the employee does want to seek treatment from the SCS clinic, they should contact the clinic appointment number and make an appointment. The clinic will provide the employee with a work status report. If the employee should need further treatment by a specialist, the clinic will make the referral and provide the employee with a Cigna claims form, to provide to the specialist.
- Only the clinic or treating physician can take an employee off work. Any employee who is returned to work and fails to do so, will **not** be coded as an OJI absence.
- All treatment must be continuous without interruption. Failure to follow the physician's treatment plan may be grounds for removal from OJI benefits.
- Any prescriptions should be filled at **Walgreens**. The employee should advise the pharmacist they are a SCS employee with an on the job injury.
- There are no co-pays or deductibles for OJI treatment or prescriptions.
- Any bills for treatment or prescriptions obtained after denial of an on the job injury, will be the responsibility of the employee.
- Any absences coded "OJI" **must** be prior approved by Risk Management.
- Any questions regarding these procedures/guidelines, contact Laterica Rose, Employee Accident Specialist, **416-6759**.