



SCS ON THE JOB INJURY (OJI) PROCEDURES

HOW TO REPORT A WORK RELATED INJURY

All on the job injuries **MUST** be reported the **SAME** day they occur to the immediate supervisor. If the supervisor is unavailable, report the injury to an administrator or other staff. An injury report must be completed by the injured employee, unless prevented by disability from the accident at the time.

HOW TO RECEIVE MEDICAL ATTENTION FOR A WORK RELATED INJURY

Medical treatment should not be delayed, if needed. The employee **MUST** go to one of the SCS health clinics. Employees should not go to a minor medical clinic or their primary care physician. The employee **MUST** call to make an appointment; walk-ins are not accepted. The SCS clinic appointment number is **901-416-6079**. The employee should confirm their accident report has been submitted online by their payroll location. If the employee should need further treatment by a specialist, the clinic will make the referral. The location and hours are **Central Office, 130 Flicker Street, Memphis, TN 38112 (8:00 AM – 6:00 PM)**.

If the injury occurs after hours and is not life threatening, the employee should wait until the following morning when the clinic opens to seek treatment.

In the event the employee needs critical emergency treatment, the employee must go to **Methodist or St. Francis Hospital**. Upon release, the employee should follow up with the Risk Management Department to obtain a Cigna claims form, in which the employee will need to provide to the emergency room billing department. **ONLY USE THE EMERGENCY ROOM IN EXTREME LIFE OR LIMB THREATENING TRAUMAS.**

HOW TO PROCEED WHILE ON OJI

Employees should schedule appointments with the least interruption to their work day. Employees **CANNOT** take off the entire day for an OJI appointment. Only the clinic or treating physician clinic can take an employee off work. Any employee who is returned to work and fails to do so, will not be coded OJI.

All treatment must be continuous without interruption. Failure to follow the physician's treatment plan, delays and missed appointments may result in termination of 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.

Once the employee is discharged, no longer a SCS employee or stops treatment the OJI benefits are discontinued.

Any questions regarding these procedures, contact Laterica Rose, Employee Accident Specialist, **901-416-6759**.