

INSTRUCTIONS FOR SUBMISSION OF WORKERS COMPENSATION FORMS

| TIME FRAME (SUSPENSES) | FORM | COMPLETED BY | FORWARDED TO |
|--|---|--|--|
| Date of injury or soon after if it is an emergency | LS-1, Request for Examination and/or Treatment | Supervisor completes FRONT page | Employee takes to 1st Dr visit then returns to HRO after Dr completes or w/ Dr notes |
| | | Physician - BACK Page | |
| Date of injury or soon after | LS-202, Employee's First Report of Injury or Occupational Illness | Supervisor | HRO |
| Date of injury or soon after | AETC FORM 435 Mishap Data Worksheet | Supervisor | Squadron Safety Officer |
| | | | Copy to HRO |
| Date of injury or soon after | AF Form 786, Patients Authorization for Release of Medical Information | Employee READS & SIGNS | HRO |
| Date of injury or soon after | LS-555 U.S. Department of Labor Employment Standards Administration Office of Workers' Compensation Programs | Read ONLY | HRO |

IF EMPLOYEE DECLINES MEDICAL ATTENTION AT TIME OF INJURY, HAVE THEM SIGN THE DECLINATION OF MEDICAL ATTENTION FORM.

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| Date of injury or soon after | LS-201, Notice of Employee's Injury or Death OR written statement LS-201 IS NOT TO BE TYPED | EMPLOYEE ONLY | HRO |
|------------------------------|--|----------------------|------------|

If someone other than the employee completes the LS-201 and employee goes to the Dr, the claim will be denied by WC and employee will be responsible for the Dr visit. We are dealing with the DOL and it's a crime for anyone other than the injured party to complete the LS-201. If employee is unable to complete the LS-201 form due to not being able to read or write in English or is physically unable due to incapacitating emergency, the supervisor can write a statement on behalf of the employee on a separate sheet of paper and write "written for (employee name) due to (give reason)" and sign (supervisor name and title).

FOR FOLLOW-UP ONLY

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| Within 24 hours of employee's return to work | LS-204, Attending Physician's Supplementary Report of Accident FOR FOLLOW-UP APPT ONLY | Physician Form is for follow-up appointments ONLY | HRO |
| Within 24 hours of employee's return to work | LS-210, Employer's Supplementary Report of Accident | Supervisor | HRO |