



685 River Ave
Lakewood, NJ 08701

P: 888.400.REHAB
www.tendertouch.com

Workers Compensation Guidelines

All Tender Touch employees are covered by the company's workers' compensation insurance. This insurance compensates an employee for lost time, lost wages, reasonable and necessary medical expenses, loss of life or dismemberment due to an illness or injury arising out of or in the course of work, when appropriate. Employees must report any accident or injury (regardless of scope) immediately to his/her supervisor as well as the Benefits Department so that the necessary paperwork may be completed. Independent Contractors and Agency staff are not covered under Tender Touch's Workers Compensation policy as they are not legally considered employees of the company.

INJURED EMPLOYEE

If you are injured while at work or contracted an illness believed to have been from the workplace, you should:

- Notify your supervisor as soon as possible and submit an on-line Incident Report to the Benefits department.
- If you need immediate medical attention, the Rehab Supervisor should direct you to the nearest emergency room. The Rehab Supervisor should then complete the Incident Report on your behalf. Should you require continued care, you will be referred to a participating worker's compensation physician.
- Injured workers have the legal burden to prove that their medical condition was work-related and as such an incident report should be filled out as soon as possible.
- Keep your supervisor and the Benefits Department informed on the status of your condition and provide your supervisor and the Benefits Department with medical reports to support your injury/illness.
- If your physician releases you to work, you should first notify your supervisor and Benefits Department and then await approval before you return to work.
- Protected health information may be disclosed to Workers' Compensation without an authorization as per HIPAA regulations.

SUPERVISOR

If you have an employee who has been injured or contracted an illness believed to have been from the workplace, you should:

- Assist the employee in receiving first-aid and/or advise the employee to seek other medical attention as appropriate.
- Ensure that an Incident Report is submitted as soon as possible, either by the employee or by the supervisor.
- Maintain a copy for your file to be kept confidentially in a secure location.
- Update the Benefits Department of any change in status for the injured employee.
- Be sure to receive approval from the Benefits department before reassigning the employee to work.