



How To Utilize Medcor

Employee informs supervisor of workplace injury.



If Employee does Not need medical attention (Incident Only)	If employee is “unsure” if they need medical attention Call Medcor	If the injury is serious or potentially life threatening call 911 Do Not Call Medcor
Employee informs manager of workplace injury Manager will identify any first aid the employee needs and help to support them.	Employee informs manager about a workplace injury and they think they need to go to a doctor but the employee is not sure. Manager places call to Medcor at 1-800-775-5866	Do Not call Medcor, call 911 immediately for all serious injuries.
Employee and Manager together complete the “ Employee Injury and Incident Report” and identify the root cause of the injury to prevent future occurrences. Manager will retrain employee on the use of safe behaviors.	Employee will describe their symptoms to a Medcor Nurse who will advise self triage or medical attention based on the employee’s description. If the employee takes the self triage advice they can call Medcor back 24/7 if symptoms worsen.	Get the employee the medical attention needed Complete the “New Injury” packet
Manager will enter information online, Medcor will <u>Not</u> need to be contacted.	After the call is over ensure the incident report or injury packet is completed with the employee. Be sure to identify what caused the accident and how it could have been prevented. Retrain the employee on the use of safe behaviors.	When the employee is able, identify what contributed to the accident and how could it have been prevented. Retrain the employee on safe work practices.

Note: If the employee has already seen their doctor who say’s the injury is WC Don’t call Medcor just complete the Injury Packet and send to our doctor.