

# WORKERS COMP PACKET



## HURT ON THE JOB?

1. Notify your manager immediately.
2. If not a medical emergency, make a medical appt outside of work hours. Ongoing appts for w/c treatment have to be scheduled outside of your work schedule.
3. See the doctor immediately if it is a medical emergency. Work with your PD to arrange for replacement; do not leave the shift without either arrangement for a replacement or approval from your manager.

	Oregon Employees	Washington Employees
Start a claim:	<ol style="list-style-type: none"> <li>1. Fill out the 801 form ASAP, a packet can be found at each program or requested from HR, fax to HR.</li> <li>2. Employee Incident Report</li> </ol>	<ol style="list-style-type: none"> <li>1. File online: <a href="http://lni.wa.gov/ORLI/ECS/FileFast.asp">http://lni.wa.gov/ORLI/ECS/FileFast.asp</a> Or file by phone: <b>1-877-561-FILE</b>. Or you can fill out paperwork at the doctor's office</li> <li>2. AND complete the Employee Incident Report (found at each program)</li> </ol>
Insurance	SAIF Corporation  <a href="http://www.saif.com/worker.html">http://www.saif.com/worker.html</a>  (971) 242-5001	WA state Labor and Industries Dept  <a href="http://lni.wa.gov/ORLI/ECS/FileFast.asp">http://lni.wa.gov/ORLI/ECS/FileFast.asp</a>  1-800-547-8367

Attach medical notes if available; keep sending medical notes to HR until the claim is closed. Ask your clinic to send notes directly to Janus Youth HR fax: 503.542.4623

If unable to fill out paperwork on the day of injury, call Janus Youth HR and verbally notify of incident on the same day 503-542-4609 or 503.233.6090

Do not pay out of pocket for any w/c related expenses (medical or pharmacy). If the circumstances require you to pay out of pocket, ensure you forward all receipts to HR to be reimbursed. You can see any doctor of your choice.

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