



SUPERVISOR'S GUIDE TO HANDLING A WORK-RELATED INJURY

1. **Have the employee complete** the First Report of Work-Related Injury or Illness (EIR 1000) Revised December 2021. Supervisors should not complete this form on behalf of the injured worker unless instructed to do so by Risk Management. The employee must complete the form within 24 hours of the injury.
 2. **Have the employee choose** from the Panel of Physicians shown on the Important Facts about Workers' Compensation form. The employee must choose a doctor even if they are not seeking medical treatment at this time.
 3. **Make sure that all sections of the First Report of Work-Related Injury or Illness (EIR 1000) form have been completed.** Both the supervisor and the employee must sign and date the document.
 4. **Give to the employee** the following forms:
 - Important Facts about Workers' Compensation
 - City of Hampton and Hampton City Schools Physician's Medical Report
 - Express Scripts Prescription Coverage Form
 5. **Provide the employee with instruction** to return work notes to you (or a designee) after each appointment. This instruction also applies if the employee is out of work.
 6. **Send the First Report of Work-Related Injury or Illness (EIR 1000)** to Risk Management upon completion to the risk_management@hampton.gov secure email. This report must be submitted within 24-hours of the injury.
- **Notify Risk Management by sending the work note immediately upon receipt** to risk_management@hampton.gov. Each time you send the work note to Risk Management, you must provide information on the employee's work status:
 - **Accommodation of temporary work restrictions.** You must verify if you are able to accommodate the temporary work restrictions until the next medical appointment.
 - **If the employee is written fully out of work or you are unable to accommodate their work restrictions** you must provide the date the employee started losing time and continue to keep track of your employee's work status notifying Risk Management after each appointment until they are able to return to modified duty or full duty.

If you should have questions or concerns, please contact Risk Management at 757-727-6617. Anyone from our team will be happy to assist you.