VACORP Injury Reporting Flowchart

INJURY OCCURS

Employee Reports Injury to Supervisor or Manager

Report within 24 hours to avoid delay or denial of claim

Company Nurse ON CALL
www.companynurse.com

24/7 Injury Hotline

EMERGENCY?

YES → **Dial 911** and get employee treated

NO

Employee/Supervisor calls 1-888-770-0925

Company Nurse ON CALL
www.companynurse.com

24/7 Injury Hotline

with employee present, **before** employee leaves the premises.
For **emergencies**, call to report injury **after** treatment.

First Aid Advice Only
employee follows nurse's recommendations.
IF medical situation worsens or does not improve, call back for referral.

MEMBER receives CN Report of Injury via email.

VACORP receives CN Report of Injury via email from Company Nurse.

First Aid Advice & Medical Referral
nurse refers employee for emergency care or offers physician panel.

MEMBER receives CN Report of Injury via email.

Medical Facility receives fax notice that employee is on the way for treatment; facility faxes Work Status back to member.

Member and VACORP receives CN Report of Injury via email from Company Nurse.

VACORP prepares Employer's Report to VWCC per VWCC Guidelines.

MEMBER receives weekly summary report showing all of their incidents that week.

VACO receives weekly report showing all incidents for ALL members that week.