

# Municipality of Monroeville / THE *WORKFORCE* Protocol

## Initial Injury Reporting:

Injuries should be immediately reported to THE *WORKFORCE* (TWF) by the job supervisor or injured employee at 412-798-1303. TWF is available **24 hours a day / 7 days a week**.

TWF will gather demographic information from the injured employee and a brief description of the reported injury. TWF will develop an Action Plan to respond to the injured employee.

### TWF is responsible to:

- Coordinate all communication between The Municipality, the injured employee, the medical providers, and the insurance carrier.
- Schedule all appointments and provide all registration information.
- Ensure all medical bills are processed correctly.
- Secure and maintain all medical records.
- Continue to monitor employee work status until the injury has resolved.

The Municipality will attempt to provide accommodated / transitional duty work, based on the recommendations of the treating medical provider, from the time of the reported injury until recovery in a effort to facilitate the effective resolution of the claim.

Following every new reported injury, TWF will submit the claim to the The Municipality's workers' compensation carrier.



IF AN EMPLOYEE ARRIVES TO WORK WITH A PERSONAL HEALTH ILLNESS/CONDITION THAT WILL IMPACT HIS/HER ABILITY TO PERFORM ESSENTIAL JOB DUTIES, CONTACT THE *WORKFORCE* IMMEDIATELY.