

INJURED ON THE JOB

Classified Staff

Steps to Follow When Injured on the Job

1. Obtain first aid or other necessary medical treatment as soon as possible. Be sure to inform your medical provider that your injuries are work-related so that the medical information will be sent to the State Insurance Fund.
2. Call the Accident Reporting System (ARS) toll-free at 1-888-800-0029 to report the incident. The ARS operator will give you an incident number. You'll need the incident number for your prescription drug benefit.
3. Notify your supervisor and the Payroll Office (5412). Please bring to the Payroll Office all medical forms as soon as possible. Original copies are best since many times they must be faxed. This will expedite the processing of your Workers Compensation claim.
4. If you are given a prescription for medication, give the pharmacy your prescription benefit card and your ARS incident number. You'll have no co-payment and no claim form to file for most prescription drugs needed for a work-related accident or illness.