

## Work Injury Procedure for SFM Work Comp Insurance

**1. Get the proper care.**

For an emergency, call 911 or go to an emergency care facility.

For a NON-emergency, if necessary go to the clinic or urgent care.

For a questionable injury, contact *SFM HOTLINE, 855-675-3501*

**2. Notify your supervisor or school office.**

**3. Complete, sign and date the First Report of Injury Form and send to Bonnie Dederich.** If you called the *Work Injury Hotline* you DO NOT need to complete the paper First Report of Injury Form. An electronic report will be generated from the phone call.

**4. Report days of work missed due to injury as soon as possible to Bonnie Dederich. Missed work or lost time must be reported in a timely manner.**

**5. Work Comp Insurance questions may be directed to Bonnie Dederich or Brent Richter.**