



Check List for Supervisor or Designee
Occupational Injury/Illness, Risk and Safety

Things to know -

- 1. This entire packet, as outlined below must be complete prior to forwarding to the OHN
2. We have 24hr access to Urgent Cares - Only emergencies go to the ER.
3. If an employee is transported via MEDIC, the Supervisor or Designee MUST notify Shelly Miller Shellym@medic911.com and Cynthia Jefferson Cynthiaj@medic911.com
4. A potential TB or other non-blood Exposure is NOT and OJI. An Exposure Form is the only document needed.

Employee transported by MEDIC? YES NO

Reported Injury/Illness/Exposure (Including Declinations)-The following MUST be completed

- Online Report https://claims.ci.charlotte.nc.us/ (Not for TB exposures)
Medical Treatment Authorization Referral form - (Employee cannot be seen without this)
Frequently asked Questions
On the Job Injury/Illness Guidelines
Memo of Understanding Workers Compensation/Confidentiality Agreement
Add any of the other tools in this packet that the employee may need.

If a blood exposure, you also must complete and Exposure Incident Report.

Exposure Incident Report

The Employee or Supervisor must immediately notify the ED staff or facility where the source patient transported. The hospital will do source blood testing but the employee may be asked to complete an ROII form.

Email the OHN Claudiat@medic911.com and Risk and Safety Amyb@medic911.com with supporting information.

In an emergency contact- Risk and Safety at 704-943-6095 or 980-395-3054

PRINT EMPLOYEE'S NAME

PRINT SUPERVISOR/DESIGNEE NAME

Date