

Check List for Supervisor or Designee

Employee OJI - Injury/Illness/Exposure (Including Declinations)

The supervisor has the responsibility for ensuring the injured employee reviews and completes the items listed below.

The injured employee reports the injury to the on-duty supervisor immediately.

The supervisor or their designee:

- Refers the injured employee to call PMAcare24 at 1-833-549-1332.
- Ensures that the injured employee completes all the Medic OJI paperwork (below).
- Advises the injured employee of the next steps (depending on the situation).

The Medic OJI paperwork includes:

1. OJIR Form – *must be completed by injured employee.*
2. MOU/Confidentiality Agreement – *must be completed by injured employee.*
3. Treatment Authorization Form – *must be completed by supervisor or designee.*
4. Treatment Locations
5. Guide to Workers Compensation
6. PMAcare24 Wallet Card
7. Pharmacy PMAMC First Fill Sample Form
8. Exposure Incident Report (***For blood & airborne exposures only***)

NOTE: All injured employees must immediately report on the job injuries to the on-duty supervisor, call PMAcare24 to report their injuries, and complete the Medic OJI paperwork (#1-7 listed above).

For Exposures (add #8 above), the Employee or Supervisor must immediately notify the ED staff or facility where the source patient is transported. The hospital will do source blood testing. At Atrium facilities, the employee must also complete an ROI form.

A potential TB or other non-blood exposure is NOT an OJI. An Exposure Form is the only document that needs to be completed.

- Send a copy of the Medic OJI paperwork to Safety@medic911.com
- Provide original copies of the OJI paperwork to the injured employee.
- If MEDIC transports an injured employee, the Supervisor or Designee **MUST** notify the Revenue Cycle Supervisor and Manager.