

First Day Call Guidelines

At the end of the shift, telephone the employee at home, or if s/he has returned to work, go see him/her to ask how s/he is. Write the responses in the available space.

1. How are you feeling? Document the employee's comments in writing.

2. We are all very concerned. Is there anything we can do? Call your family? Get your belongings?

3. Did you see the doctor? Write down the doctor's name, address, and phone and fax number.

4. Did the doctor determine your injuries? If so, what are they? Make a written report of employee's verbal report of the injuries.

5. Did the doctor say how long until you are better? Document in writing the estimated return date.

6. Did the doctor use our company's Work Status Form or his/her own form?

7. Did the doctor give you any paperwork you can share with me?

8. Do you have your prescription card so you will not have to pay out-of-pocket for your medication?

9. Were you satisfied with the medical care you received?
