



**If you are injured on the job:**

In most situations\*, a work injury should be reported through the SFM Work Injury Hotline. The hotline provides 24/7 phone access to a registered nurse trained specifically to handle workplace injuries.

\*The Hotline should NOT be called if the employee has already sought medical treatment or is unable to participate on the call.

**If it is an emergency, call 911, and take appropriate action to ensure client and nurse are cared for.**

**If you have not yet received medical care:**

- Injured Employee to contact the SFM Work Injury Hotline at **(855)-675-3501**.
- When you call the hotline, the nurse will ask the employee questions to determine how severe the injury is, and the best way to address it.
- The hotline nurse will recommend treatment ranging from self-care to referring the employee to a clinic. If, after the call the employee's condition changes or gets worse, the employee can call back.
- The hotline nurse will make recommendations for care but you have the right to see the provider of your choice such as your primary (family) physician, a chiropractor, an orthopedic clinic, an urgent care, etc.
- The hotline nurse will send the report to SFM so it is not necessary to file any additional first report of injury paperwork.
- The injured employee should complete an **incident report** and send to COC with the hotline reference number.

**If you received medical care for a work injury prior to reporting:**

- The injured employee should complete an **incident report** and send to COC

**If your doctor recommends restrictions because of the work-related injury COC will make task modifications and/or light duty until you are released from restrictions.**