

Post-Injury Checklist

- ☐ Provide the injured worker with the Designated Medical Provider List Notification Letter
- ☐ Take the injured worker to the doctor
- ☐ Investigate the accident
- ☐ Report the injury to Pinnacol within 24 hours
- ☐ Report accurate average weekly wage and advise Pinnacol of any concerns
- ☐ Plan modified duty for the injured worker
- ☐ Send a get-well card to the injured worker
- ☐ If your employee is not able to return to work, call injured worker once a week
- ☐ Contact the medical provider for a list of work restrictions
- ☐ Contact Pinnacol when your employee returns to work or if there is any change in work status
- ☐ If you cannot reach the injured worker or he/she does not return to work, contact your Pinnacol claims representative
- ☐ Continue communication with the injured worker, doctor and Pinnacol claims representative until the injured worker is discharged from care
- ☐ Complete a Return-to-Work Verification Statement when your employee returns to work and fax it to Pinnacol immediately
- ☐ Communicate any concerns to your Pinnacol claims representative

Updated: 01-2011 | Reviewed: 01-2011