

**City of Pendleton  
Accident/Injury Reporting Procedures**

- 1. If urgent care is needed, seek medical care immediately or call 911.**
- 2. If you are uncertain whether or not you need medical attention, call the Rapid care nurse hotline at (855)959-2741.**
- 3. Report all job-related illnesses and injuries to the Supervisor as soon as possible.**
  - a. Seek medical attention or advice (see #1 and #2 above) if immediate attention is needed.
  - b. If possible, contact your supervisor to discuss illness / injury.
  - c. If you do not need medical attention, fill out incident/accident report and turn it in to your supervisor.
- 4. If you seek medical attention:**
  - a. Call CIS Rapid Care immediately at (855)959-2741 to complete the Workers Compensation Claim Form 801.
  - b. Fill out incident/accident/injury/exposure/illness form and turn it into your supervisor as soon as you are able.
- 5. After you have seen a Physician:**
  - a. Turn in to your supervisor or HR the physicians report for Workers Compensation Claim Form "827", if available.
  - b. Turn in to your supervisor or HR the physician's release identifying return to work conditions (released to regular duty, modified duty restrictions, or duration to be off work).
  - c. Inform your supervisor of all appointments with your doctor related to the injury and turn in copies of documentation from the doctor to HR.
- 6. Once you have been released back to work.**
  - a. **YOU MUST TURN IN A RELEASE FROM YOUR PHYSICIAN BEFORE YOU CAN RETURN TO REGULAR DUTY.**
  - b. If returning to work on modified duty, the physician's report must have a detailed description of work that you are **NOT** able to do.