

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.

	Question <i>(Response to be written in the available space below the question.)</i>
1	How are you feeling? Document 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 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?