

Workers' Compensation Supervisor Instructions Effective September 16, 2025

- Employee reports injury or illness to supervisor immediately. The Workers' Compensation Packet includes 6 forms that can be found at www.blounttn.org. Under Government, click General Services, then Risk Management. You will find forms under Workers' Compensation tab.

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|----|-------------------------|----|---------------------------|
| 1. | Supervisor Instructions | 2. | First Report of Injury* |
| 3. | Panel of Physicians* | 4. | Employee Responsibilities |
| 5. | Contact Information* | 6. | Blood/OPIM Exposure* |

- Supervisor completes First Report of Injury (C-20) online. **Complete all highlighted boxes.** Must include employee phone number, mailing address, date of birth, and social security number and preparer's specific company name. Complete Blood/OPIM report if exposure has occurred.
- Supervisor **MUST** give Employee's Choice of Physician form (C-42 panel) to employee to choose a doctor at time of notification or no later than 3 business days. If employee seeks treatment at an emergency room, the panel must be given after ER treatment within 3 business days to choose follow up doctor.
- Employee chooses a doctor from Choice of Physician form (C-42 panel), **completes the form in its entirety; it MUST be signed and dated.** If no doctor is needed; employee completes the form; notate *no medical treatment needed at this time*. Supervisor must give the employee a copy of the signed panel.
- Employee and Supervisor complete the Contact Information Form.
- Supervisor provides the employee with the Employee Responsibilities page.
- Supervisor sends ALL forms* to Risk Management. Email paperwork to ljackson@blounttn.org and tipton@blounttn.org or fax to 273-5778 (no need for cover sheet or to send originals, keep it in your w.c. file, not a personnel file).
- Employee provides the supervisor with the "return to work" paperwork from doctor regarding work status. The supervisor will need to let Risk Management know if restrictions can be accommodated.

Contact Information

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| Lindsey Jackson, Workers' Comp Coordinator | 273-5771 | ljackson@blounttn.org |
| Tim Tipton, Risk Manager | 273-5776, 323-2802 cell | tipton@blounttn.org |
| Risk Management Main Line | 273-5770 | |
| Don Stallions, General Services Director | 273-5772, 223-4729 cell | |
| Charles Taylor TPA | 800-928-1342 | |
| Risk Management FAX | 273-5778 | |
| SAFETY HOTLINE | 273-5782 | |

Hours of Operation for Panel Choices

Covenant Health Urgent Care Center
7 days a week 8a-8p
Call Ahead

East TN Medical Group
Occupational Health (CTC)
M-F 7a-10p
Sat/Sun 8a-8p

Fast Pace Health
M-F 8a-8p, Sat 8a-6p, Sun 1p-5p
ER Authorization form required