

Workers' Compensation Supervisor Instructions Effective July 1, 2026

1. The Employee reports injury or illness to supervisor immediately. The Workers' Compensation Packet includes six forms that can be found at www.blounttn.org. Under Government, click Risk Management. Click Workers' Compensation tab then Forms.

1. Supervisor Instructions	2. First Report of Injury (C-20)*
3. Choice of Physicians (C-42)* (panel)	4. Employee Contact Information*
5. Employee Responsibilities	6. Blood/OPIM Exposure form*

2. Supervisor completes the fillable First Report of Injury (C-20) online within 24 hours of notification. **Complete all highlighted boxes.** Complete the fillable Blood/OPIM report if exposure has occurred. PLEASE DO NOT handwrite the forms.
3. Supervisor completes the top portion of the Employee's Choice of Physician form (C-42 panel) and presents it to the employee at time of notification or no later than 3 business days. The employee shall choose a doctor from Choice of Physician form (C-42) and **complete the bottom portion of the form whether they are seeking treatment or not. It MUST be signed and dated by the employee.** A copy of the completed form is given to the employee.

The Injured Employee is authorized to seek treatment at an emergency room of their choice if necessary. The Choice of Physician form (C-42) must be given after emergency treatment within 3 business days to choose a follow up physician.
4. Supervisor or Employee should complete the fillable Employee Contact Information Form.
5. The supervisor shall provide the employee with the Employee Responsibilities page.
6. Supervisor sends ALL forms* to Risk Management via email to ljackson@blounttn.gov and tptipton@blounttn.gov or fax to 273-5778 (no need for cover sheet or to send originals, keep forms in your w.c. file, not a personnel file).
7. Employee must submit the "return to work" paperwork from the doctor regarding work status. The supervisor will need to let Risk Management know if restrictions can be accommodated.

Contact Information

Lindsey Jackson, Workers' Comp Coordinator	273-5771	ljackson@blounttn.gov
Tim Tipton, Risk Manager	273-5776, 323-2802 cell	tptipton@blounttn.gov
Risk Management Main Line	273-5770	
Charles Taylor TPA	800-928-1342	
Risk Management FAX	273-5778	
SAFETY HOTLINE	273-5782	

Hours of Operation for Physician Panel Choices

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

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

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