



# Duplin County's On-the-job Accident/Incident Reporting Procedures and Network Medical/Prescription Providers



**All work related accidents/incidents/illnesses should be reported to your supervisor within 24 hours of the occurrence.** Your supervisor will provide you with important information regarding the handling of a workers' compensation claim.

## REPORTING PROCEDURE

- 1) Immediately notify supervisor and/or Personnel. The supervisor will be responsible for completing the "Supervisor's Accident Report" and forwarding to the Personnel Dept.
- 2) Employee sent for treatment at one of the following providers:

Providers		
<b>1</b> <i>(First Choice)</i>	<b>Monday - Friday</b> <b>8:00 a.m. - 5:00 p.m.</b>	<b>Duplin County Health Dept</b> <b>234 Seminary St.</b> <b>Kenansville, NC 28349</b> <b>(910) 296-2130</b>
<b>2</b> <i>(After Hours)</i>	<b>Monday - Friday</b> <b>5:00 p.m. - 8:00 p.m.</b> <b>Saturday</b> <b>9:00 a.m. - 5:00 p.m.</b> <b>Sunda</b> <b>1:00 p.m. - 6:00 p.m.</b> <small>vr</small>	<b>Clinton Urgent Care</b> <b>1004 Beamon St.</b> <b>Clinton, NC 28328</b> <b>(910) 592-9113</b>

**\*\*Employees with serious work related injuries and/or illnesses should call 911 or go to the nearest ER\*\***

- 3) Duplin County Health Dept (or treating physician) will complete the "Physician's Report" and forward to the Personnel.

*Duplin County's Workers' Compensation coverage is through **Key Risk Insurance Company**. In order to ensure that your medical treatment will be covered by Key Risk, you **MUST** follow the above outlined reporting procedures.*

## PHARMACY INFORMATION

To avoid any out-of-pocket expenses, employees should take all workers' comp related prescriptions to a Tmesys participating provider. Some in our area are:

CVS Drugs	Rite Aid	Kerr Drug
Healthway	Walgreens	Wal-Mart Pharmacy
Realo Discount Drugs	Eckerds	Warsaw Drug Co.

Contact Personnel @ (910) 296-2174 with any questions or for additional information.

**Remember: Safety First!**