

# Important Notice to Workers



## In Case of Injury at Work

Seek first aid or medical treatment immediately

- If your employer does not have a Designated Medical Provider (DMP) you may see any medical provider.
- If your employer does have a DMP, you are required to see that DMP unless you selected your own DMP before the injury occurred.
- If it is an emergency, you can treat with any medical provider.

Tell your employer about the injury as soon as you become aware of the injury

- Workforce Safety & Insurance (WSI) may not accept your claim if you fail to tell your employer within 7 days.
- Even if you do not receive medical treatment, report your injury so your employer is aware of a potential hazard.

In the event of a non-emergency workplace injury:

1. Report the injury to your onsite supervisor.
2. Call Medcor at 1-800-775-5866 to discuss your injury with a qualified triage nurse.
3. Identify yourself as an IES employee. Tell the nurse your work location (as this is our client's address and not the IES corporate office).
4. If medical attention is necessary, the nurse will refer you to an approved medical facility.
5. Contact IES Human Resources at 858-715-5100 or Tanya Athniel at tathniel@innovative-es.com or 858-715-5100, ext. 114.

## Filing a Workers' Compensation Claim

File a claim with WSI within 24 hours after a work injury occurs:

- Complete the First Report of Injury (FROI) with your employer, if possible
  - Submit the FROI online at [mywsi.workforcesafety.com](http://mywsi.workforcesafety.com), or
  - Complete the FROI and send it to WSI.

## What happens after a claim is filed?

- A claim number is assigned.
- Information is gathered, facts are reviewed, and a decision is made.
- You and your employer are notified of the decision.

## Your Responsibilities

- Tell medical provider(s) your claim number.
- Stay in touch with your employer and update them on your condition.
- Notify WSI immediately:
  - of any work activity, whether you are paid or not,
  - if you change your address or telephone number,
  - if you apply for Social Security disability or retirement benefits, or are found to be eligible for these benefits.

If you suspect someone is committing fraud, report it immediately to WSI at **800-243-3331**.

For a detailed explanation of the information contained in this poster, contact WSI at the numbers listed below or visit our website at [www.workforcesafety.com](http://www.workforcesafety.com)

# WSI

North Dakota Workforce  
Safety & Insurance

1600 E Century Ave, Ste 1 - PO Box 5585 - Bismarck ND 58506-5585

Customer Service: 800-777-5033 or 701-338-3800

Hearing Impaired: 800-366-6888

Decision Review Office: 800-701-4932 or 701-328-9900

Fraud & Safety Hotline: 800-243-3331