

When an Injury Occurs:

For serious injuries:

- Immediately: Dial 911 and secure medical treatment for the Injured Worker.
- **Contact Broadspire or Foresight immediately when a serious injury or death occurs by:**
Calling **800-596-1686**
 - **OR**
 - E-mail NOL@choosebroadspire.com subject matter: URGENT 911 Injury and provide contact information on who to call to gather additional information
 - Both Foresight and Broadspire will collaborate to support the injured employee, their families and you, the employer during this time.
- You are also required to report these injuries to the California Division of Occupational Safety and Health (**OSHA**) nearest you. See dir.ca.gov/dosh/report-accident-or-injury.html for requirements.

Important Note: Always offer medical treatment, if the employee opts not to seek medical treatment provide the injured employee with the **Offer of Medical Treatment** and have them sign the document and return it to you for your record.

Report ALL claims inclusive of Incidents, First Aid and 911 calls

Two Options to Report an Injury: Choose which best meet your business needs

- **1) Call Foresight Nurse Injury Hotline @ 844-764-4357.** They will:
 - **Record the Call**
 - **Reassure the employee**
 - **Triage the injury**
 - **Coordinate the referral to the physician**
 - **Report the injury or incident on your behalf**
 - **Send a copy of the report for your records**
 - **Note: you will still need to provide the DWC 1 to the employee**

- **2) Complete the Employer's Report of Occupational Injury or Illness or First Notice of Loss. Do not wait** for a doctor's report or completion of your investigation. Submit the Employer's Report immediately by email:
 - Email form to: NOL@choosebroadspire.com
- **Note: California Jurisdiction Only:** Provide the Injured Worker with the **Workers' Compensation Claims Form (form DWC-1)** within one working day of your knowledge of the injury.
 - Complete the employer's portion of the form (lower half). Retain a copy for your records.
 - Provide the employee with the form to complete their portion (top half). If the employee is not present, send via U.S. Mail (suggest certified)
 - Return the completed form to: Broadspire.Claims-California@conduent.com. The subject line needs to indicate the claimant's name and what the document is in reference to so it can be routed to the correct examiner.
 - If employee has not returned the form, send employer portion to Broadspire.
- **Broadspire Medical Provider**
 - Refer the Injured Worker to a Medical Provider if you, the employer is reporting the claim.
 - For serious injuries, contact 911, and allow paramedics to transport the employee to the closest appropriate facility.
 - For all other injuries, look up the medical provider:
 - Network Provider: www.broadspireppo.com
 - CA MPN Select Broadspire MPN 2399
 - Provide the employee with the following documents:
 - Medical Service Referral
 - Foresight RxBridge First Fill Card
- Complete your accident investigation and preserve evidence as soon as possible. **Do not delay reporting the claim.**
- Identify and gather witness information immediately.

The most effective investigations are conducted immediately after an incident occurs. Witnesses are still available, facts are fresh on witnesses' minds, and evidence is still at the scene. It is particularly important to gather witness information any time an injury involves a motor vehicle, a machine, or occurs at a location other than the normal workplace