

INSTRUCTIONS FOR SUBMISSION OF WORKERS COMPENSATION FORMS

TIME FRAME (SUSPENSES)	FORM	COMPLETED BY	FORWARDED TO
Date of injury or soon after if it is an emergency	LS-1, Request for Examination and/or Treatment Only if deemed necessary – Call HRO for Approval	Supervisor completes FRONT page	Employee takes to 1st Dr visit then returns to HRO after Dr completes or w/ Dr notes
		Physician - BACK Page	
Date of injury or soon after	LS-202, Employee's First Report of Injury or Occupational Illness	Supervisor	<i>HRO</i>
Date of injury or soon after	AETC FORM 435 Mishap Data Worksheet	Supervisor	Squadron Safety Officer
			Copy to <i>HRO</i>
Date of injury or soon after	AF Form 786, Patients Authorization for Release of Medical Information	Employee READS & SIGNS	<i>HRO</i>
Date of injury or soon after	LS-555 U.S. Department of Labor Employment Standards Administration Office of Workers' Compensation Programs	Read ONLY	<i>HRO</i>

IF EMPLOYEE DECLINES MEDICAL ATTENTION AT TIME OF INJURY, HAVE THEM SIGN THE DECLINATION OF MEDICAL ATTENTION FORM.

Date of injury or soon after	LS-201, Notice of Employee's Injury or Death OR written statement LS-201 IS NOT TO BE TYPED	EMPLOYEE ONLY	<i>HRO</i>
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If someone other than the employee completes the LS-201 and employee goes to the Dr, the claim will be denied by WC and employee will be responsible for the Dr visit. We are dealing with the DOL and it's a crime for anyone other than the injured party to complete the LS-201. If employee is unable to complete the LS-201 form due to not being able to read or write in English or is physically unable due to incapacitating emergency, the supervisor can write a statement on behalf of the employee on a separate sheet of paper and write "written for (employee name) due to (give reason)" and sign (supervisor name and title).

FOR FOLLOW-UP ONLY

Within 24 hours of employee's return to work	LS-204, Attending Physician's Supplementary Report of Accident FOR FOLLOW-UP APPT ONLY	Physician Form is for follow-up appointments ONLY	<i>HRO</i>
Within 24 hours of employee's return to work	LS-210, Employer's Supplementary Report of Accident	Supervisor	<i>HRO</i>