

When an Employee Is Injured on the Job...

1. Take care of the injured employee.
 - a. If it's an emergency, call **911** for an ambulance.
 - b. For a non-emergency, follow the instructions below.
2. An authorized company representative should **carefully investigate** the injury and fill out the employer accident report form. To ensure timely reporting of the accident, please be sure to report all injuries to Simploy within 24 hours of the injury. A copy of our Incident Investigation Guide & Accident Reporting forms are accessible [here](#). Reports can be emailed to rwillis@simploy.com or faxed to **(314)370-5570**. For any questions or concerns, call (314) 375-0032.
3. The injured worker should complete the Employee Report of Injury Form. The investigating company representative should review for completeness, asking follow-up/investigatory questions to ensure a complete understanding of the incident, accident site, and resulting treatment. Additional paper may be added to record these details. The completed report should be forwarded to Simploy within 24 hours of the injury per above.
4. Report the injury to Simploy. **Call (314) 375-0032**. If the accident occurs at night or over the weekend, leave a message detailing the incident with contact info. Telemedicine is available in most states via video call on a computer or mobile device. Your call will be returned as soon as possible, no later than the following workday.
5. Simploy will authorize medical treatment with and workers comp medical provider and help direct initial medical treatment. Our preferred vendor is Concentra Medical. A Telemedicine option is available in most areas for afterhours care. This can be authorized by a client representative [here](#). To access Concentra Telemed, employees will need an internet-enabled device (i.e., smartphone, tablet, or computer) with a webcam and microphone and A quiet, private place for the employee's telemedicine visit .
6. Unless prohibited by OSHA, all injuries require a post-accident drug screen by the medical provider or as instructed by Simploy.
7. Keep Simploy informed regarding the status of the employee's injury and work status. The worker's comp manager, Ryan Willis, can be reached at rwillis@simploy.com or **314-375-0032**.