

Employee Health Services Manager/Supervisor Scheduling Procedures

a simple step by step process

***FOR ON THE JOB ACCIDENTS/ILLNESSES
CALL DCH EMPLOYER SOLUTIONS CALL CENTER
(812) 254-9675 IMMEDIATELY***

- 1) Call the Employer Solutions Call Center to assist in scheduling all your Employee Health Services including:
 - a) Drug screenings (pre-placement, random and post accident, etc.)
 - b) Physicals (pre-placement agility tests, DOT/Non-DOT physicals, breath alcohol, etc.)
- 2) Provide the Employer Solutions Call Center with the following information:
 - a) Your name and phone number.
 - b) Your company name and location/department.
 - c) The injured employee's name, phone number and type of injury (body part, seriousness of injury, current complaints and mechanism of injury).
 - d) Date of accident, employees date of birth and job title/duties.
 - e) Employee's current location and means of contacting employee.
- 3) Has the employee seen a physician or are they in route to a physician? If so, who was/is the physician and where are they located (phone number if available)?
- 4) Complete any company required injury/accident report form.
- 5) The Employer Solutions Call Center will coordinate all follow-up care and secure status reports from medical providers, if so desired by employer, adjuster, etc.

Should process require modification, please contact the Employer Solutions Call Center.

***To reduce costs and decrease lost work time call the
Employer Solutions Call Center at 812-254-9675 as soon as possible!***



Davies Community Hospital

An affiliate of Ascension St. Vincent

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