

# CENTER DIRECTOR'S CHECKLIST FOR NEWLY REPORTED WORK-RELATED INJURY

IF AN EMERGENCY, ALWAYS OBTAIN MEDICAL TREATMENT FIRST CALL 911

MPLOYEE NAME:	
DATE:	
CENTER LOCATION:	
Please collect the following documents and scan to Jasminn Dominguez, Human Resource Generalist at <a href="mailto:idominguez@cleverbeeacademy.com">idominguez@cleverbeeacademy.com</a> . You can also contact her at 614-927-15	
Be sure to  ✓ of the list below to make sure you have collected everything.	_
Have the injured worker complete the following forms:	
<ul> <li>FROI (first report of Injury). This application must be completed in full and signed by the injured worker.</li> </ul>	
<ul> <li>Authorization to Release Medical Information (C-101)</li> </ul>	
Accident Statement	

- Provide Injured Worker with the MEDCO-14 form to take to their medical provider and explain
  this form must be completed and returned to the MCO (card attached) with copy to Brightside
  Academy Ohio LLC, Attn: Tara Hereford. Provide them with the enclosed Concentra locations that
  employee must go to be examined/drug tested. They must go immediately.
- Academy Director completes the Accident Report. If you feel the claim is questionable, please be sure on question #7 to explain the factual reason for questioning the claim in detail. Please be specific and whenever possible, secure witness statements that support your position.
- Send Human Resources the FROI, Injured Workers Accident Statement, Authorization to Release Medical Information, Academy Director's Accident report, Witness Statement if applicable
- Please refer to the Company Handbook regarding policy procedures and instructions on work related injuries or contact Human Resources.



## First Report of an Injury, Occupational Disease or Death

#### By signing this form, I: WARNING: Elect to only receive compensation and/or benefits that are provided for in this claim under Ohio workers' compensation laws; Any person who obtains compensation from · Waive and release my right to receive compensation and benefits under the workers' compensation laws of another state for BWC or self-insuring employers by knowingly the injury or occupational disease, or death resulting from an injury or occupational disease, for which I am filing this claim; misrepresenting or concealing facts, making false Agree that I have not and will not file a claim in another state for the injury or occupational disease or death resulting from an statements or accepting compensation to which he injury or occupational disease for which I am filing this claim; or she is not entitled, is subject to felony criminal Confirm that I have not received compensation and/or benefits under the workers' compensation laws of another state for this claim, prosecution for fraud. and that I will notify BWC immediately upon receiving any compensation or benefits from any source for this claim. (R.C. 2913.48) Last name, first name, middle initial Social Security number Marital status Date of birth ☐ Single Home mailing address ☐ Married Sex Number of dependents ☐ Male ☐ Divorced ☐ Female ☐ Separated ☐ Widowed City State 9-digit ZIP code Country if different from USA Department name Wage rate What days of the week do you usually work Regular work hours ☐ Hour ☐ Month ☐ Week □Sun □ Mon □ Tues □ Wed □ Thur □ Fri □ Sat From Per: Year Other Have you been offered or do you expect to receive payment or wages for this claim from anyone other than the Ohio Bureau of Workers' Compensation? Yes No If yes, please explain. injury/disease/death Mailing address (number and street, city or town, state, ZIP code and county) Location, if different from mailing address Was the place of accident or exposure on employer's premises? $\square$ Yes $\square$ No (If no, give accident location, street address, city, state and ZIP code) Date of injury/disease Time of injury If fatal, give date of death Time employee Date last worked | Date returned to work ☐ a.m. ☐ p.m. began work □ a.m. □ p.m Date hired Date employer notified niured worker and State where hired State where supervised Description of accident (Describe the sequence of events that directly Type of injury/disease and part(s) of body affected injured the employee, or caused the disease or death.) (For example: sprain of lower left back) Benefit application release of information - I am applying for a claim under the Ohio Bureau of Workers' Compensation Act for work-related injuries that I did not inflict. I affirm that I elect to receive compensation and benefits under Ohio's workers' compensation laws for my claim, and I waive and release my right to file for and receive compensation and benefits under the laws of any other state for this claim. I request payment for compensation and/ or medical benefits as allowable, and authorize direct payment to my medical providers. I permit and authorize any provider who attends, treats or examines me, the Ohio State Board of Pharmacy, the Ohio Department of Job and Family Services and the Ohio Rehabilitation Services Commission to release medical, psychological, psychiatric, pharmaceutical, vocational and social information. I understand this may include personally identifying information that is casually or historically related to my physical or mental injuries relevant to issues necessary for the administration of my claim to BWC, the Industrial Commission of Ohio, the employer in this claim, the employer's managed care organization and any authorized representatives. My previous or future BWC claims may affect decisions made in this claim. Proper administration of the present claim may require BWC to share claims information with the employers of record (or their authorized representatives) and/or my authorized representative for any and all such previous or future claims. The released claims information may include any record maintained in my claim files. Injured worker signature Date E-mail address Telephone number Work number Health-care provider name Telephone number Fax number Initial treatment date Street address State 9-digit ZIP code Diagnosis(es): Include ICD code(s) tment reat Will the incident cause the injured worker to miss eight or more days of work? ☐ Yes ☐ No Is the injury causally related to the industrial incident? ☐ Yes ☐ No 11-digit BWC provider number Date Health-care provider signature Employer policy number ☐ Employer is self-insuring ☐ Injured worker is owner/partner/member of firm E-mail address Federal ID number Manual number Telephone number Fax number Was employee treated in an emergency room? Was employee hospitalized overnight as an inpatient? ☐ Yes ☐ No □ Yes □ No If treatment was given away from work site, provide the facility name, street address, city, state and ZIP code **Employer** For self-insuring employers only Certification - The employer Rejection - The employer rejects the validity of this claim for Clarification - The employer clarifies and allows the claim for the condition(s) below: certifies that the facts in this application are correct and valid. the reason(s) listed below: Medical only Lost time

BWC-1101 (Rev. 6/12/2014)

Employer signature and title

This form meets OSHA 301 requirements

OSHA case number

Date



## **INJURED WORKER ACCIDENT STATEMENT**

Employer	CLEVER BEE ACADEMY	Policy# 1421410-0	
Employee NAME		Date of Hire	
Employee Home	Address		
Telephone #	( )		
Social Security #		Date of Birth	
Accident / Injury	Date	Time of Day	
Job Title			
		was it reported	
Address where in	jury occurred	2.8	
Local Supervisor 1	to whom you report		
Were there any w	vitnesses? If so, please list _		
	-		
Was Employee do	oing regular job when injury	occurred YES NO	*
Please describe w	hat happened at time of inc	ident	
1 2 2			



Describe Injury / Illness (Part of Body, including Left or Right and Type of Injury)
What did you do after the incident?
Did you sook modical attention VES NO
Did you seek medical attention YES NO  If yes, when and where
Can this incident be avoided in the future? YES NO
If yes, how?
Signature:
Date:



## **Authorization to Release Medical Information**

#### Instructions

You can obtain this form online at www.bwc.ohio.gov

Please print or type.

Injured worker name (first, M.I., last)		Date	of injury		Claim number
Address	City			State	Nine-digit ZIP code
Employer name		Employer MCO or C	ΣΗΡ	<u> </u>	
I, the above-named injured worker, understan	nd I am allow	ing the Opportun	nities for	Ohioans	with Disabilities and the
providers (persons or facilities) named here	(		i Na Pilliannia		
-	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -				) that attend or examine
me to release the following medical, psycholo that are related causally or historically to phy	ogical and/o ⁄sical or mer	r psychiatric info ntal injuries relev	rmatior ant to n	n (excludi ny worke	ng psychotherapy notes rs' compensation claim:
<ul> <li>Pathology slides and immunohistoch</li> <li>Hospital admission history and physic office notes; physical therapist, occup consultation reports; lab results; medicing home and skilled nursing facilities</li> </ul>	cal; emerger pational thei cal reports; s	ncy room reports; rapist or athletic urgical reports; d	; hospita trainer iagnost	al dischar assessm ic reports	ents and progress notes ; procedure reports; nurs
l understand I am authorizing the release of pensation (BWC), the Industrial Commission organization or qualified health plan and any	n of Ohio, the authorized	e above-named representatives.	employ	er, the e	mployer's managed car
l understand this information is being released my workers' compensation claim.	I to the above	e-referenced pers	ons and	l/or entitie	es for use in administerin
This authorization to release medical, psychlong as my workers' compensation claim renauthorization at any time. However, I must suemployer. My decision to revoke this authoriabove already has relied on my authorization	nains open u ubmit my re zation will b	ınder Ohio law. I vocation in writir e effective, excep	unders ng and	tand I ha file it with	ve the right to revoke thin BWC or my self-insure
I understand the provider(s) referenced above of my treatment.	may not ma	ke my completing	g and si	gning this	authorization a conditio
I understand the parties I am authorizing the rements of the Health Insurance Portability and programs. Information disclosed pursuant to protected by the federal privacy requirement the following:  • A copy of the medical information the	d Accountab this author ts. I unders	ility Act of 1996 a ization may be re tand such rediscl	s they a edisclos losures	administe sed by the may incl	er workers' compensation em and may no longer b ude but are not limited t
A copy of the medical information with to the employer.	II be availab	le to me or my pl	hysiciar	of recor	d upon request to BWC
Injured worker (or guardian or personal representative	) signature			Town Town	Date
If signed by the injured worker's guardian or	r personal re	presentative, pro	ovide a	descripti	on of the guardian
or personal representative's authority to sign	n on behalf o	of the injured wo	rker		



## ACADEMY DIRECTOR'S ACCIDENT REPORT

This form should be completed in its entirety by the employee's Academy Director and should accompany all employer's first report of injury or illness forms.

Policy #	1421410-0	
Employ	ee NAME:	
Social S	ecurity#	-
1.)	Date of Injury / Illness	Time of Day
		Start of Shift
2.)	Date of Hire	
3.)	Who Report the Incident?	
4.)	Time Reported	To Whom was it reported
5.)	Nature of injury	
,		
	Part of body	Left? Right?
6.)	What was employee doing when the incident of	ccurred?
7.)	Describe how the incident occurred	



We	re there any Witnesses? If so, please provide names and contact information.
8.)	Could this injury have been prevented? Yes No  If yes, please explain
9.)	Please list any action taken to prevent such an incident from occurring again
10.	Is the Employee alleging a Workers' Compensation Claim? Yes No
11.	Have you any reason to believe that this was not an on-the job injury/illness? Yes No If yes, please supply as much information / details as possible



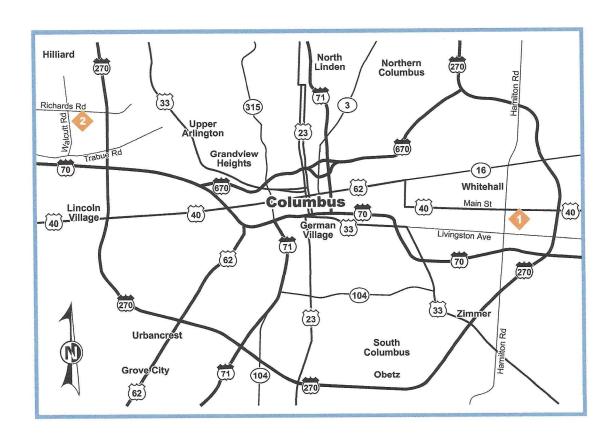
12.) Has the employee	e missed any time	from w	vork? YES NO	
13.) Has employee ret	urned to work?	YES	Date Returned:	
		No	Expected Date of Return	
Completed by	(signature)		Date	-
Printed Name			J- 7-10-1-10-10-10-10-10-10-10-10-10-10-10-1	
Title	Academy Di	irector		
Phone #				

# SHEET, TO TAKE WITH EMPLOYEE WITH THE FORMS BEHIND THIS MEDICAL CENTER PROVIDE THE THEM TO THE

## Concentra®



## **Columbus Locations**



### 1. Columbus East

4849 E Main St Columbus, OH 43213 Mon-Fri: 8 am - 5 pm Ph: 614.863.5188 Fx: 614.863.3560

### 2. Columbus West

4821 Roberts Rd Columbus, OH 43228 Mon-Fri: 8 am - 5 pm Ph: 614.850.1476 Fx: 614.850.1478

- Work-related injuries receive immediate triage assessment.
- Pre-placement and DOT exam forms are provided, or you may use other DOT approved MER and/or MEC forms.
- No contract is required when working with Concentra. Our fees are competitive and adhere to the applicable state workers' compensation fee guidelines.
- Visit concentra.com/our-locations for a list of locations and driving directions.

FOR WORKERS' COMPENSATION INJURY MANAGEMENT ONLY

# Brightside Academy 🐠 Ohio LLC BWC Policy # 1421410-0

Vou are required by Rule 4123-6-02.8 to report work-related injuries within 24 hours.

Attention Employee
This card is for information purposes only. This card is not a guarantee of coverage.

Customer Service: 1-888-627-7586
Injury Reporting Fax: 1-888-627-0074
Prior Authorization Fax: 1-888-627-0074
© Email: CVMnedicial@careworks.com
Internet: www.careworksmco.com
AC Send Medical Bills to:
CareWorks
P.O. Box 182726
F
Columbus, Ohio 43218-2726 F

Print or Fax



## Physician's Report of Work Ability

Inju	red worker na	ıme					-						0	Clain	า ทน	mber				
Dat	e of injury	[	Date	e of I	ast a	appointment/examination	Date	of t	nis a	appo	intment/examir	natio	n E	Date	of r	ext appointmen	t/exa	amir	atio	n
ME	DCO-14 sub	mis	sio	n (S	eleci	one of the options below.)														
1	☐ I have no	ever evio	com	plet	ed a	MEDCO-14. <i>Proceed to se</i> ted a MEDCO-14, and all o ted a MEDCO-14, and I am	f the	info	mat g up	ion r	emains the sar s appropriately	me.	<i>Proc</i> eckin	eed ng Ye	to a	<i>nd complete sed</i> r No on each se	etion ectio	<i>8</i> . n.		
Em			2 3340		THE PROPERTY.	nplete this section and proce	S. LA RUAN	1020								(Updates				1)
2	Have you rev	viewe se in	ed th	ne de te w	escri ho (s	ption of the injured worker's select all sources) provided t	job h the jo	eld o b de	on th scrip	e da otion	te of injury (forr □ Injured work	ner p er [	oosit ∃En	ion o	of er yer	☐ MCO ☐ BW	/C			
Wo				10000		capabilities										(Updates			No [	])
3A	If yes, are the If no, please	ne re e che	stri eck	ction the b	s: [	e any physical or health res Permanent  Temporary to indicate the injured work	/ <i>Pro</i> er is	relea	to s	to w	on 3B. ork as of the d	ate	of th	is ex	cam	. Proceed to	sec			
						the injured worker return to	the f	ull d	utie	s of I	nis/her job held	on	the o	date	of i	njury (former po	sitic	n of		
3B	If no, please Date:	e che ind	eck icat	the e wh	box ien t	to indicate that the injured the injured worker could no	t do t	he jo	ob h	eld c	n the date of ir	njury	for	this	peri	od of restricted	duty	/.	3	
	Please estir Date:	nate	wh			jured worker should be able	e to r	etur	n to	the j	ob held on the	date	e of I	injur	y to	r this period of r	estr	icted	a au	ty.
	If the injurer restrictions, The injured The injured The injured The injured If the injured If the injured	d work work work d wo	orke ese cer c cer c cer c rker ma	er is indican pan pan pan pan pan pan pan pan pan p	not cate cerfo mina cerfo aking ery:	ne activities listed below released to the former por the possible return to wordern simple grasping with: I come repetitive wrist motion with hand is:   Left Right repetitive actions to ope grescribed medications for Yes No *Drive:	sitior k dat Le with: nt rate for the	n of e: ft ha	nd I	R nanc rols	nent but may in the second of	etur oth d D es w	Both	ava h Le n the	ailab eft f	ole and approp oot □Right foo ured worker saf	riate t □ fely:	Bot	h	vith
	Please indicate	the fo	ollow	ing: N	= Ne	ver, O = Occasionally, F = Frequent		1		1	Lifting/carrying	Ν	0	F	С	Pushing/pulling	N	0	F	С
	Activity	N	0	F	С	Activity	N	0	F	С	0 - 10 lbs.					0 to 25 lbs.				
	Bend					Reach above shoulder					11 - 20 lbs.					26 to 40 lbs.				
	Squat/kneel					Type/keyboard					21 - 40 lbs.					41 to 60 lbs.				
3C	Twist/turn					Work with cold substances					41 - 60 lbs.					61 to 100 lbs.				
	Climb					Work with hot substances					61 - 100 lbs.					100 + lbs.				
	In an eight- Walk: Does the in please deso Additionally	hour hou jured cribe r, in t	wo rs [ d wo in s his s	rkda Coorker spac spac	y, ho ontin hav e pr e, p	ne injured worker work:  bw many total hours can the uously	e inju nd: s bas is ind	red sed of	worl nour only ed p	ker: rs E on a lease	Continuously llowed psycho e reference the	logic ME	With cal co DCC	brea ondi D-16	ak tion as	s? 🗌 Yes 🔲 N needed.	lo If	· Yes	5,	
											v									

Inju	red worker name	****		Clain	number	Date of injury
Dis	ability information (If 3B above is "NO	" or dates updated - all 4A fi	elds, including site/lo	cation if applicabl	e must be completed	(Updates Yes \( \Big \) No \( \Big)
	Complete the chart below and full Classification of Diseases (ICD) of the condition is preventing the injury	code(s) for the condition	n(s) being treated	due to the wo	ork-related injury	disease. Please indicate if
	Narrative description of the work-relate	ed allowed condition	Site/location if applicable	ICD code		eventing full duty release to ker held on the date of injury?
4.0			0		Υ	es No I
4A					Υ	es 🗆 No 🗆
	,				Υ	es 🗌 No 🔲
19					Υ	′es □ No □
					Υ	es 🗆 No 🗀
4B	List all other relevant conditions that	at impact treatment of th	e conditions listed	above (e.g., o	o-morbidities or n	ot yet allowed conditions).
Clir	nical findings: You can referenc	e office notes in lieu	of writing clinic	eal findings h	nelow	(Updates Yes 🔲 No 🔲
	The injured worker is progressing: Provide your clinical and objective reason, for the injured worker's de	☐ As expected ☐ Be findings supporting you	tter than expected	d ☐ Slower th	an expected	
5	•					
	2					
						8
Max	ximum medical improvement (N					(Updates Yes 🗆 No 🔲)
Max 6	ximum medical improvement (No. 1) MMI is a treatment plateau (static of reasonable medical probability, in statistical disease reached MMI based on the lifyes, give MMI date:  ment (attach additional sheet if ne	or well-stabilized) at whi spite of continuing medi- e definition above? Ye . If no, please pro	cal or rehabilitative es 🔲 No 🔲	e procedures. I	Has the work-rela	inge can be expected within ted injury(s) or occupational
	MMI is a treatment plateau (static or reasonable medical probability, in sidisease reached MMI based on the lf yes, give MMI date:	or well-stabilized) at whi spite of continuing medi e definition above? Ye If no, please pro cessary).	cal or rehabilitative s	e procedures. I	Has the work-rela	inge can be expected within ted injury(s) or occupational nated duration of each treat-
6	MMI is a treatment plateau (static or reasonable medical probability, in sidisease reached MMI based on the lifyes, give MMI date:  ment (attach additional sheet if new Note: An injured worker may need supmay still be requested and provided.	or well-stabilized) at whispite of continuing medice definition above? Ye If no, please processary).	cal or rehabilitative s	e procedures. I	Has the work-relation, including estime	inge can be expected within ted injury(s) or occupational nated duration of each treat-
6	MMI is a treatment plateau (static of reasonable medical probability, in sidisease reached MMI based on the lifyes, give MMI date:  ment (attach additional sheet if new Note: An injured worker may need supmay still be requested and provided.	or well-stabilized) at whispite of continuing medice definition above? Ye If no, please processary).  portive treatment to mainted dualized and voluntary phis program can be tailor worker a candidate for versity of continuity.	cal or rehabilitative s	e procedures. In the procedures of the treatment plants of function after report of the treatment worker's relation services.	Has the work-relation, including estime eaching MMI. Thus wer who needs assistrictions and may focusing on return	inge can be expected within ted injury(s) or occupational nated duration of each treat- , periodic medical treatment  (Updates Yes No ) sistance in safely returning to provide job seeking skills or to work?
Voc	MMI is a treatment plateau (static or reasonable medical probability, in sidisease reached MMI based on the lifyes, give MMI date:	or well-stabilized) at whispite of continuing medice definition above? Yemen If no, please processary).  Sportive treatment to mainted dualized and voluntary phis program can be tailor worker a candidate for why and provide your	cal or rehabilitative s	e procedures. In the procedures of the treatment plants of function after report of the treatment worker's relation services.	Has the work-relation, including estime eaching MMI. Thus wer who needs assistrictions and may focusing on return	inge can be expected within ted injury(s) or occupational nated duration of each treat- , periodic medical treatment  (Updates Yes No ) sistance in safely returning to provide job seeking skills or to work?
Voc	MMI is a treatment plateau (static or reasonable medical probability, in sidisease reached MMI based on the lifyes, give MMI date:	or well-stabilized) at whispite of continuing medice definition above? Year of the processory.  If no, please processary).  In portive treatment to maintain the program can be tailor worker a candidate for what why and provide your many and provide your many and provide your processory.	cal or rehabilitative is No	e procedures. Id treatment plant of function after report of function a	Has the work-relation, including estimation, including estimation, including estimation, including estimation, including estimation, including the worker returns any person with the worker as provided the worker as the wo	inge can be expected within ted injury(s) or occupational nated duration of each treatnated duration of each treatnated, periodic medical treatment  (Updates Yes  No ) sistance in safely returning to provide job seeking skills or to work? In to employment.  ho knowingly makes a false by BWC, or who knowingly punished, under appropriate
6 Vocc	MMI is a treatment plateau (static or reasonable medical probability, in sidisease reached MMI based on the lifyes, give MMI date:	or well-stabilized) at whispite of continuing medice definition above? Year of the processory.  If no, please processary).  In portive treatment to maintain the program can be tailor worker a candidate for what why and provide your many and provide your many and provide your processory.	cal or rehabilitative is No	e procedures. Id treatment plant of function after report of function a	Has the work-relation, including estimation, including estimation, including estimation, including estimation, including eaching MMI. Thus eaching MMI. Thus eaching MMI. Thus eaching and may be returned worker returned worker returned worker returned eaching estimation and may be provided the each including each estimation.	inge can be expected within ted injury(s) or occupational nated duration of each treatnated duration of each treatnated, periodic medical treatment  (Updates Yes  No ) sistance in safely returning to provide job seeking skills or to work? In to employment.  ho knowingly makes a false by BWC, or who knowingly punished, under appropriate