



# The Arc Central Chesapeake Region Self-Directed Services Employee Injury Reporting

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[Self-Directed Services \(SDS\) Webpage](#)

## Worker Injury Reporting for Employees of Self-Directed Participants

*Chesapeake Employers Insurance* is the workers' compensation insurance provider for all participants self-directing with The Arc Central Chesapeake Region as their FMS provider. Fillable reporting forms are available in both English and Spanish and our website.

**PLEASE NOTE** - Accident investigation forms/statements should be filled out by the injured employee, supervisor/employer and any witness to the accident. Please make an effort to conduct the preliminary investigation as soon as possible.

**IMPORTANT** - Care must be taken to assure the investigation is fact finding, not fault finding. Obtaining signed statements as soon as possible following an accident insures that you, the employer, have an accurate account of how the injury occurred. These completed statements are important in helping to correct hazards and prevent the accident from recurring. They also help to spot possible third-party liability as well as possible fraudulent claims.

### After I have these forms completed - what do I do with them?

You will need to contact the FMS Payroll Manager or Assistant Manager for The Arc Central Chesapeake Region (CCR) within 24 hours of the injury. When you call the FMS Payroll Manager or Assistant Manager to report the accident, please have all the forms and information available. If you are calling after hours or on the weekend, please leave a brief message and you will be contacted the next business day. In addition, please fax the forms within 24 hours. Please keep the completed forms for future reference as an insurance adjuster may reach out to you requiring additional information. The completed forms are legal forms and contain valuable information in the claims investigation process of an injury and for building a case in the event of a workers compensation hearing.

### What if my injured employee is physically unable to fill out the Employee's Report of Injury?

Use common sense and good judgment. If the injury is severe - remember, your employee's health and care are first and foremost. If possible, have the form filled out at a later, more appropriate time when the employee is physically able to document the accident. However, please contact the FMS Employee Relations Specialist so the *first report of injury* and the supervisor's (employer's) report can be completed and sent to our Workers Comp Carrier. The FMS Employee Relations Specialist will be responsible for filling out the first report of injury after they speak with the supervisor/employer and employee.

### What if my employee refuses to complete or sign an Employee's Report of Injury?

Of course, you cannot make an employee fill out the document. You can however stress the importance of getting their account of the accident to help prevent the injury from happening again. Also, you must still fill out the supervisor's (employer's) report as well as any witness statements and fax them to the FMS Employee Relations Specialist.

### What if my Employee has retained an attorney - Can I still ask the injured employee to fill out an Employee's Report of Injury?

Yes - you, the employer, as part of your company's accident management plan, can still ask the employee to fill out the report form. However, you may not talk to the attorney. Only the Workers Compensation Adjuster may speak with their attorney.