



Technology for Better Buildings

## WORK RELATED INJURY PROCESS – Craig, CO

For any work related injury, the injured employee must be treated at Moffat Family Clininc. **When you are treated at this facility, let them know that Pinnacol is your company’s Workmen Compensation insurance carrier.** You will need to fill out a LONG Accident Report Form and fax it to the Safety/Loss Prevention Manager in Englewood (Fax 303-742-3313) so the claim can be opened with Pinnacol. Your claim will then be assigned a claim number that you need to reference when receiving further medical treatment for your injury.

### Procedure for Work Related Injuries

- Report ALL work related injuries to your supervisor immediately.
- For injuries that do not need immediate medical attention, notify your supervisor and schedule an appointment at the medical provider listed below within 24 hours of the incident, or the following Monday if an injury occurs over the weekend.
- For injuries requiring immediate medical attention, notify your supervisor and go to one of the facilities listed below immediately, where you will be treated appropriately.
- For life or limb threatening injuries, go to the nearest hospital emergency room.

Any medical costs received from non-approved locations or its referrals without proper authorization will be the full responsibility of the employee.

### **Moffat Family Clinic**

600 Russell Street  
Craig, CO 81625  
Phone 970-824-3252  
Hours M-Th: 7am-6pm  
F: 8 am-5pm  
Sat 8am-noon

**I have read, understand, and agree to comply with the Work Related Injury Process set forth by LONG Building Technologies, Inc.**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Employee Name