



WORK RELATED INJURY PROCESS – Fort Collins, CO

For any work related injury, the injured employee must be treated at Poudre Valley Occupational Health Services **or** Concentra Medical Centers. **When you are treated at these facilities, let them know Pinnacol is your company’s Work Compensation Insurance.** You will need to fill out a LONG Accident Report and fax 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 go to one of the preferred provider locations within 24 hours of the incident, or the following Monday if an injury occurs over the weekend.
- **For life or limb threatening injuries, go to the nearest hospital emergency room.**

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

Poudre Valley Occupational Health Services

North

1025 Pennock Place, Suite 121
In FMC building;
2 blocks North of Poudre Valley Hospital
Fort Collins, CO 80525
PH: 970-495-8450
Mon-Fri 8am to 5pm

South

1330 Oakridge Drive
2 blocks East of Harmony & Lemay intersection
Fort Collins, CO 80525
PH: 970-495-8450
Mon-Fri 7am to 6pm

Poudre Valley Hospital or Harmony Urgent Care Center

2127 E Harmony Road (at Timberline)
Fort Collins, CO 80525
PH: 970-297-6250

Concentra Fort Collins

2620 E. Prospect, Suite 160
Fort Collins, CO 80525
PH: 970-221-5811
Mon-Fri 8am-6pm

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