

WORK RELATED INJURY PROCESS – WY

For any work related injury, the injured employee must be treated at one of the facilities listed below in their area. If an employee is in a remote area with no facility listed, then they need to go to the nearest Occupational Health Urgent Care facility. Occupational Health facilities specialize in handling work-related injuries and will work with the injured employee to return to work as soon as medically possible. If such a facility is not available in your area, please go to the nearest Urgent Care facility.

All Work Related injuries require a Post Accident Drug Screen and Alcohol Breathalyzer Test. In WY, you will need to fill out an Employee First Report of Injury Report at the medical facility (most WY Medical Providers have this form on hand). Fax the completed form to the Safety/Loss Prevention Manager at 303-742-3313 as well as a completed LONG Accident Report Form. Once the injury is reported to the WY State WC Board, a claim number will be issued. This number is what your medical providers will need when sending the bill to the State. If this process is not followed within 10 days of your accident, you may be responsible for all medical bills associated with your injury.

Procedure for Work Related Injuries

- Report ALL work related injuries to your supervisor immediately. Report injury to LONG's Safety/Loss Prevention Manager within 48 hours of injury.
- For injuries that do not need immediate medical attention, notify your supervisor and schedule an appointment at an appropriate facility within 24 hours of the incident - or 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. If a facility is not listed in your area, please go to the nearest Urgent Care facility.
- **For life or limb threatening injuries, go to the nearest hospital emergency room.**

Employee Health Solutions

245 S Fenway Street (2 blocks from Hospital)
Casper, WY 82601
307-577-4300

Cheyenne Medical Specialists

5050 Powderhouse Road
Cheyenne, WY 82009
307-634-1311

Sideline Connections (drug screens)

1031 Elk Street
Rock Spring, WY 82901
307-382-5659

Red Desert Instant Care (WC injuries)

2761 Commercial Way (behind Post Office)
Rock Spring, WY 82901
307-382-3064

Advanced Medical Services (drug screens)

409 E Bradley Street
Laramie, WY 82072
307-755-1507

Occupational Testing Services (drug screens)

105 W. Lakeway Road
Gillette, WY
307-682-2535

Drug Testing Services of Fremont County

511 North 12th East, Suite G
Riverton, WY 82501
307-856-7700

I have read, understand, and agree to comply with the Work Related Injury Process set forth by LONG Building Technologies, Inc. I have retained a copy of this Policy for my records.

EMPLOYEE SIGNATURE

DATE

Printed Employee Name