

IOD Network Checklist for Supervisors

When an injury occurs:

- Employee reports injury to supervisor.
- If the injury is an **emergency**, call 911 or get injured worker to an emergency room. (If worker requests a certain hospital, please grant his/her wish.)
- If injury is not an emergency, go over the List of Providers with the injured employee and allow him/her to choose a physician.
- Give every injured worker a “blue card” to authorize treatment. In addition, give a copy of the **202 Form** Retail Pharmacy Authorization Form, and a **301 Form** IOD Out of Pocket Expense Reimbursement Form to those workers who choose to treat through their group health coverage.
- Fill out the **101 Form** available on the internet at http://www.nashville.gov/hr_benefits/iod_network.htm. Report the case to ASC, Metro’s IOD Network administrator, at 615-515-4838 or e-mail metroclaims@ascrisk.com. Send a copy of the completed form to your department’s Safety Coordinator. Note that the physician completes the **201 Form**, the IOD Report Form.
- Follow up with the employee to assure him/her that you are eager to see him/her return to work.
- After the injured worker returns, collect all forms and forward them to the Safety Coordinator.

If you have any questions about reporting the injury, please contact your ASC Adjustor or call 615.360.2800.