

# IOD Network Checklist for Supervisors

When an injury occurs:

- Employee reports injury to supervisor.
- If the injury is an **emergency**, call 911 or get the injured worker to an emergency room. Give every injured worker a “**blue card**” to authorize treatment & a **201 Form** for the physician to complete.

**Blue Cards** may be obtained from the department’s Safety Coordinator.

- If the injured employee does not require emergency medical attention, treatment shall be furnished to injured employee at the Metro IOD Clinic.

The Metro IOD Clinic is located at:  
337 21st Ave. North  
Nashville, TN. 37203.  
615-880-2400.

If the injury occurs outside the normal business hours for the IOD Clinic, the employee may proceed to a local walk-in Medical Clinic.

- Complete a **101 Form Record of Occupational Injury/Illness**

Both the **101 Form** and **201 Form** are available on the internet at <https://www.nashville.gov/Human-Resources/Occupational-Safety/Injury-On-Duty.aspx>

- Once all fields of the 101 are complete, including the employee’s and supervisor’s signature, send the ORIGINAL completed form to:
  - 1) Your department’s Safety Coordinator.
  - 2) ASC, Metro’s IOD administrator, via fax at 615-515-4838 or e-mail [metroclaims@ascrisk.com](mailto:metroclaims@ascrisk.com).
- 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 department Safety Coordinator.

If you have any questions about reporting the injury, please contact your ASC Adjuster or call 615-360-2800