

OJI PROCEDURES FOR INJURED EMPLOYEES

IF DURING WORK HOURS:

Injured Employee after seeing Doctor, if given medication should come by the HR Dept. for a Prescription Card before filling Prescription.

If taking off work, or employee has Doctor's appts under OJI, employee should come by the HR Dept. with their Doctor's note to sign a Sick/Leave Authorization form to go to Payroll for OJI pay. If this form is not signed for Payroll, the Employee will not be recognized for OJI pay; therefore, His or Her Sick/Annual Leave will be used the same as for sickness.

IF NOT DURING WORK HOURS:

Injured Employee needing to see Physician should have their Supervisor call Premier after care hours (245-8694) up until around 7:00 PM or the ER if after that time. They should have their Supervisor give them a First Fill Pharmacy Card for obtaining their prescriptions (if applicable) after seeing physician. Then they will need to come by the HR Department the next business day and pick up their permanent prescription card for future use.

Also the Injured Employee if taken off work should come by the HR Dept. with their Doctor's note to fill out their Sick/Leave Authorization form to go to Payroll for OJI pay the next business day.