



IF YOU ARE INJURED ON THE JOB:

OBTAIN first aid or other necessary medical treatment as soon as possible.

NOTIFY your supervisor about the injury/illness and the way in which it occurred, as soon as possible.

Your manager will **COMPLETE** the EMPLOYER'S FIRST REPORT OF INJURY OR DISEASE (WC-12) within 24 hours of notification and forward to:

UNITED HEARTLAND, INC.
FAX: 262-787-7433

WHEN MEDICAL TREATMENT IS SOUGHT, EMPLOYEES SHOULD:

Inform the treating Physician that it is a work-related injury so that claims and bills are sent to United Heartland and not your health insurance provider. Do not use your medical plan insurance card. If a prescription is needed, you may use the Walgreen Prescription Program. This program alleviates any out-of-pocket cost to you if you have a compensable claim.

Obtain a **return-to-work note** listing any restrictions or limitations and provide it to your employer the same day or following day. Human Resources will forward the note to United Heartland.

If treatment is continuing, an updated return-to-work note should be completed and provided to your employer after each visit. The note will be forwarded to United Heartland.



The intent of Zimbrick and United Heartland is to return employees to full earning capacity as quickly as possible. In most cases, light/modified duty is available and is often therapeutic and speeds up recovery.

PLEASE SEE YOUR MANAGER WITH QUESTIONS.