



Howard Leasing Work Related Injury Reporting Guidelines

**IMMEDIATELY
REPORT ALL WORK RELATED INJURIES TO HOWARD LEASING
866-761-2884 / 941-761-7704**

- 1. In a non life threatening situation the injured employee and/or the supervisor **MUST** call Howard Leasing immediately. A panel 5 drug screen must be performed.**
- 2 Life threatening injuries contact 911 or get employee to the nearest hospital immediately a supervisor **MUST** call Howard Leasing as soon as possible. A panel 5 drug screen must be performed.**
- 3 A Witness Statement must be filled out by the appropriate witness or witnesses.**

Notes to remember:

- A panel 5 drug screen **must** be performed. If the employee does not have one done or refuses his/her **claim will be denied.**
- Howard Leasing will do a quick assessment of the injury, collect essential information, and direct the employee / supervisor on where they should go to receive medical treatment.
- Knowing the injury has occurred, and where the employee is being taken to, streamlines the process of treating the injured. Having the essential information a first report of injury can be sent while the employee is in en route to the treating facility. This will avoid many phone calls and the injured will not have to wait for authorization to be seen.
- Howard Leasing will send all documentation to Providence Property & Casualty at which time the claim will be assigned a claim representative. The assigned claims representative will be in contact with the injured employee, treating facility, and will be responsible for scheduling all future appointments.
- The employee **MUST** be drug tested. If the facility does not provide drug testing the employee **MUST** contact Howard Leasing for the closest facility to have this done. If the employee does not have this done or refuses to have it done the claim **WILL BE DENIED.**
- An injured worker should report **all** work related injuries, **whether needing medical attention or not**, to their supervisor immediately.

Thank you for choosing Howard Leasing and allowing us to serve you.
Howard Leasing, Inc.