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State of New Mexico
County of Otero

STANDARD OPERATING PROCEDURE
2012-01
WORKERS COMPENSATION PHYSICIANS

SECTION I: PURPOSE AND SCOPE

To care for employees who are injured on the job. The intent of this policy is to educate employees on the process of receiving medical care due to job related injury.

SECTION II: POLICY

You must report an industrial injury within the first 15 days by filling a notice of accident form. The notice of accident form must be signed by your supervisor and submitted to the Safety Officer within the 15 days of the accident in order to be covered under workers compensation insurance. **Failing to file the notice of accident form with the Safety Officer within the 15 days will constitute a denial of claim.** It is the employee's responsibility to ensure the notice of accident form is received by the Safety Officer

Industrial injuries must be evaluated and treated by a physician of your choice who will take workers compensation insurance. **It is your responsibility to make sure the physician you choose will accept workers compensation insurance.**

When there is an emergency, which requires immediate care, an employee is to be taken to the nearest Emergency Room/Department. For after hours' evaluations that can't wait until the next day, employees should be evaluated at the nearest emergency room.

All follow-up care subsequent to emergency care must be coordinated through a physician of your choice who will accept workers compensation insurance.

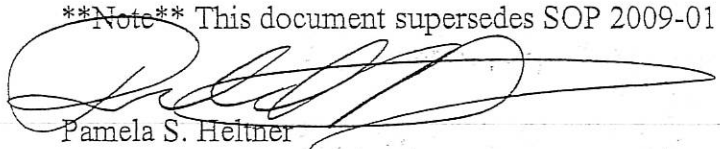
****Note**** A copy of the Notice of Accident form is attached to this policy for your convenience. You can also find one hanging on the board with the Workers Compensation Act poster.

All follow-up appointments must be coordinated with your supervisor and all paper work for duty excuse, prescriptions, referral, restrictions, and release to normal duty must be provided to your supervisor, Department Head/Elected Official, and the County Safety Officer.

SECTION III: ENFORCEMENT

Supervisors are responsible for enforcing this standard. Thank you for your cooperation in observing this policy.

****Note**** This document supersedes SOP 2009-01 and all other previous SOPs on this subject.



Pamela S. Heltner
County Manager

Adopted this 15th day of August, 2012