



Faribault County

Workplace Injury Instructions

How it works:

Employee is injured on the job.

1. **Supervisor and employee call the toll-free hotline at 1.833.523.0277.** The employee should call the hotline even if the supervisor is unavailable. *If the injury is life-threatening, call 911 immediately; do not call the hotline.*
2. **Talk to a nurse:** After a short digital message, the supervisor and employee talk to a registered nurse. He or she gathers information about the injury.
3. **Treatment is recommended:** Self-care instructions or referral for medical treatment is provided.
4. **MCIT notified:** Medcor sends a report of the incident to MCIT after the call. This serves as the first report of injury and begins the claim process. The report is also sent to Central Services.

Note: If the injured employee seeks medical care *before* placing a call to the hotline, the employee and/or supervisor should not call the hotline. The incident should then be reported to Central Services and a first report of injury should be completed by the supervisor.

Please click the link below to watch the short video explaining the new process:

<https://player.vimeo.com/video/417619641>