



Worker's Comp Checklist:

1. On ALL injuries, complete the following paperwork **within 24 hours of the incident** and email to Nawel Noor in the Mayor's Office at nawel.noor@hickmancountytn.gov:

- First Report.** (Complete starred sections. Wage amount/hours, employment status, and contact info are **very important**. The insurance company will call the injured employee at the number provided.)
- Employee's Choice of Physician.** Select the clinic/doctor you chose for first medical visit. There are three options.
- Medical Authorization.** Must be signed and dated to proceed with claim.
- Employee Accident Report.**
- Accident Witness Report.** This is **especially important** if the accident took place on county property.
- Supervisor Accident Investigation Report.** Supervisor contact info is important because the insurance company will call the supervisor to check on the incident.

2. On ALL injuries, notify Nawel Noor if you are merely reporting the incident for later or if the injured employee is taking off from work right away for the injury. Employee should only take off if they have an official Doctor's statement from their first medical visit. No worker's comp will be paid without a doctor's statement.

3. If further medical treatment is necessary after the first medical visit, send paperwork from first medical visit to Nawel Noor and she will contact the insurance company to order further tests or treatment.

4. Save a copy of paperwork at the department office and give a copy to the injured employee to keep.

Questions? Contact Nawel Noor:
931-729-2492
Nawel.noor@hickmancountytn.gov