



## Washington County Report of Injury Supervisor's Checklist

1. Instruct the employee to complete a Report of Injury - Employee form.
2. As the supervisor when the injury occurred, complete the Report of Injury – Supervisor form.
3. Fax or email the Employee & Supervisor Report of Injury forms to Gasye Church in HR @ (435) 301-7452 / [Gasye.Church@washco.utah.gov](mailto:Gasye.Church@washco.utah.gov) prior to the employee seeking medical attention OR **within 24 hours**, so that HR can begin follow-up with Workers Compensation. However, in the event of an emergency, do not delay medical care to complete paperwork.
4. If requested by HR, include a copy of witness statements with Report of Injury documents.
5. An Authorization for Medical Treatment form must be completed prior to, and presented upon, seeking medical treatment.
6. If the injured employee needs to see a doctor, provide them a ride to:
  - a. WorkMed (near Costco); or
  - b. InstaCare (adjacent to hospital), if WorkMed is closed; or
  - c. The Emergency Room at the hospital, if the injury requires emergency care or WorkMed and InstaCare are closed.
7. All injured employees going to WorkMed, InstaCare, or the Emergency Room need to take an alcohol and drug test. Call OHCI+ at 801-671-7917 and they can meet the employee wherever they are going to be seen for medical care.
8. **If the injured employee feels that the injury is not severe enough to see a doctor, instruct the employee to complete a First Report of Injury form anyway (in case the injury becomes a bigger problem later). Otherwise, the employee may be responsible for all associated future medical care costs.**

**PLEASE PRINT CLEARLY ON ALL FORMS**

**Washington County Sheriff's Office**  
**ADMINISTRATIVE DIVISION**  
**Medical Facilities**

For non-emergencies: Mondays-Fridays 8:00 am to 5:00 pm:

**WorkMed**

385 North 3050 East  
St. George, UT 84790

For non-emergencies: Mondays-Fridays 5:00 pm to 9:00 pm, Saturdays-Sundays 9:00 am to 9:00 pm  
(anytime WorkMed is closed).

**InstaCare**

577 South River Road  
St. George, UT 84790  
688-6300

Request staff to contact: WorkMed staff at 801-338-1536

For emergencies (and for non-emergencies anytime WorkMed and InstaCare are closed).

**Emergency Room** (hospital)

1380 E. Medical Center Dr.  
St. George, UT 84790  
251-1000

Request staff to contact: WorkMed staff at 801-338-1536