



POST IN A CONSPICUOUS LOCATION

REPORT ALL ACCIDENTS/INJURIES IMMEDIATELY! BY CALLING MATRIX AT (904) 739-2722

- **ALL MEDICAL TREATMENT BEYOND FIRST AID MUST BE PREAUTHORIZED BY MATRIX EMPLOYEE LEASING**
 - **CLIENT COMPANIES MUST ENSURE THAT EVERY INJURED EMPLOYEE SUBMITS TO A POST ACCIDENT DRUG SCREEN AT THE TIME OF MEDICAL TREATMENT. THE EMPLOYEE'S FAILURE OR REFUSAL TO SUBMIT TO A DRUG SCREEN COULD JEOPARDIZE HIS/HER WORKERS' COMPENSATION BENEFITS.**
- 1) **First Aid** - Get injured employee treatment by someone trained in first aid IMMEDIATELY!
 - 2) **Preauthorization and Treatment (When Employee is Not Severely Injured)** - If more than first aid is needed and the injured employee is not severely injured, notify Matrix immediately for authorization and get the injured employee to the nearest medical clinic or facility for treatment and a post accident drug screen.
 - 3) **Emergency Treatment (When Employee is Severely Injured)** - If the injured employee is severely injured, he/she should be taken to the nearest hospital for treatment and a post accident drug screen and Matrix should be notified immediately thereafter.

IF YOU ARE NOT SURE IF AN EMPLOYEE IS SEVERELY INJURED, TAKE THE EMPLOYEE TO THE NEAREST HOSPITAL FOR EMERGENCY TREATMENT

- 4) **Supervisor's Report of Accident** - As soon as possible after the injured employee has been given necessary medical treatment and submitted to a post accident drug screen, his/her supervisor should complete the Supervisor's Report of Accident form and forward it to Matrix (see information below) **within 24 hours** of accident occurrence. Supervisors are responsible for obtaining statements from any witnesses to the accident/injury and completing the Witness Report of Accident form. The form may be obtained by calling Matrix or from the Matrix website.
- 5) **Employee's Report of Accident** - The injured employee must complete an Employee's Report of Accident form and forward it to Matrix (see information below) **within 24 hours** of accident occurrence. If the injured employee is unable to complete the accident report due to injury, he/she should call Matrix within the 24 hour time period (or as soon as possible) to discuss the accident.

MATRIX EMPLOYEE LEASING

9016 Philips Highway

Jacksonville, Florida 32256

Phone: (904) 739-2722 Fax: (904) 262-2760