

If employee needs **Immediate Medical Attention - Call 785-296- 2364** for referral or transport injured employee to St Francis Occupational Health Department located at 1700 SW 6th Street, Topeka, KS.

1. The injured employee completes the [SSIF WC9 Report](#) and gives this form to their supervisor ASAP.
2. Supervisor/manager completes the [WorkComp K-WC1011-A form](#) and turns this form along with the SSIF WC9 form to HR.
3. Injured employee is given the [Packet for Injured Worker](#).
4. The injured employee is to take the [SSIF Work Status Restrictions Form](#) with them to each and every medical visit for the medical personnel to complete and return to them.
5. The injured employee is required to provide HR with copies of any and all documentation given to them by the medical provider on the initial medical visit and any future medical visit within 24 hours of the visit.