



The following information is being provided in order to help you as you progress through your workers' compensation claim:

On the date of injury/incident, please complete the [Employee Incident Report](#) immediately – not to exceed 24 hours.

- If treatment is required, you must obtain an [Authorization for Treatment](#) (*valid only when signed by Supervisor or their designee*) at the Agency's Board Approved Occupational Clinic, [RediCare](#).
- If authorized to leave work early to receive medical attention/treatment *on the day the work-related injury occurs*, you will not lose pay, nor use sick/personal time for the portion of the day not worked.
- You may *only* receive treatment from [RediCare](#) during your first twenty-eight (28) days after your injury. If, after the initial twenty-eight (28) days, you prefer to seek treatment from your own physician, please contact your CCMSI representative as listed below.
- If you are taken off work due to a work-related injury, please review the information below; it is your responsibility to:
 - Request an excused absence in paper form.
 - Inform the physician to contact your CCMSI representative for authorization any referrals; the Agency is not able to authorize any treatment beyond the initial Authorization for Treatment.
 - Promptly submit all physician statements and/or doctor notes to Human Resources.
 - Keep, or schedule, recommended appointments, as failure to do so may result in loss of workers' compensation claim benefits.

CCMSI
2364 Woodlake Drive, Suite 100
Okemos, MI 48864
Toll free: 866.204.0808

Workers' Compensation Claims Adjuster(s) for claims involving employees having missed 0 – 7 calendar days of work:

Tara Kavanagh
Haley Magwood

Workers' Compensation Claims Adjuster(s) for claims involving employees having missed 8 – 15 calendar days of work:

Amanda Parsons

Workers' Compensation Claims Adjuster(s) for claims involving employees having missed 15+ calendar days:

Mark Rue