For workers' compensation benefits to be considered, the following is needed:

1. Documentation from the physician (ie. off work slips).

PLEASE FAX ALL OF THE ABOVE TO CARO AS SOON AS POSSIBLE.

INSTRUCTIONS:

1. This report must be completed if the employee has lost one or more complete days of work due to the injury.
2. Time Lost Reports should be submitted on a regular basis (every two weeks) on all injuries with time lost.
3. Please indicate on a daily basis the number of hours the employee missed due to the injury (ie. if the employee missed 8 hours, write 8 WC). Please use the "WC" abbreviation to indicate if the time missed was due to the injury.
4. This report should be completed by the state agency, not the injured employee.

If you have questions concerning time lost injuries, please contact your Time Lost Caseworker at the CARO office.