



File Code: 6180-1

Date: April 22, 2010

Route To:

Subject: Change in Process for Work-Related Injuries After Business Hours

To: All Employees

The Workers' Compensation Section of the Albuquerque Service Center – Human Resources Management (ASC-HRM) is the initial point of contact for processing and managing all work-related injuries within the Forest Service.

Previously, when an injury occurred after hours or on a weekend or holiday, ASC-HRM required supervisors or on-site personnel representing the Agency to contact ASC-HRM via an emergency cell phone number to receive verbal authorization to proceed with emergency medical care. We have had discussions with our customers who agree that this process has created confusion and was not adding value and affected the injured employee's ability to receive timely medical attention. Additionally, the volume of calls made to the emergency phone number was very low. Therefore, effectively immediately, the emergency cell phone is eliminated.

In accordance with the Code of Federal Regulations, 20 CFR§10.300(b), on-site personnel representing the Agency are deemed to have the authority to provide verbal authorization for examination and/or treatment for a work-related injury and do not need to wait for authorization by ASC-HRM.

However, any injury sustained in the line of duty must be reported to ASC-HRM via the Contact Center at 877-372-7248 within 48 hours of the incident in order to begin the process of filing a workers' compensation claim with the Department of Labor's Office of Workers' Compensation Program (OWCP). Requests for emergency medical authorization for work-related injuries sustained during regular business hours will continue to be made through the ASC-HRM Contact Center. Please refer to the workers' compensation page of the HRM website (http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php) for additional information on workers' compensation and the process for filing a claim.

The safety of all Forest Service employees is one of HRM's primary goals. However, if you are injured in the performance of your job duties, please be assured that ASC-HRM is prepared to guide you through the process to receive the medical care and compensation to which you are entitled.

/s/ Ronald J. Banegas (for)

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