**For Work Comp**

1. Fill out the **First Report of Injury**, drug test form and send associate to a medical facility with the drug test form only.
2. If possible before the associate leaves, fill out the Employee Accident Investigation form.
3. Secure merchandise or item involved in accident (shrink wrap with name & date attached and save in back room) until Deborah/ Melvin can advise what to do.
4. On the proper statement form, either Dirt Cheap or Treasure Hunt write a statement.
5. Take a picture of the general area where the incident occurred from a perspective point of view.
6. First and last name of employee taking the picture of area and item.
7. FAX the above paperwork First Report of Injury, statements, along with the floor checklist (the day of incident), Employee Accident Investigation form, work schedule (first and last name written in) and Dr’s paperwork to Veronica Garcia and email the pictures. Call to report the injury to your safety investigator Deborah Marasigan, Melvin Ford and Angela Morrison.

Veronica Garcia – Fax to 1-775-373-5092

Cell # - 601-408-7919

Office # - 601-268-7555

Email is veronica.garcia@ccmllc.com

Deborah Marasigan – Cell is 601-543-3003

Melvin Ford – Cell is 601-408-7511

Angela Morrison – Cell is 601-408-2116