



PO Box 491615  
Redding, CA 96049-1615  
**SUPPLEMENTAL STAFFING RESOURCE**  
Federal Tax ID #: **68-0566960**

**1-866-CRITOPS**  
Toll Free: 1-866-274-8677  
FAX: 530-221-3911  
Email: [staffing@criticaloptions.com](mailto:staffing@criticaloptions.com)  
[www.criticaloptions.com](http://www.criticaloptions.com)



Health Care Staffing  
Services Certification by  
The Joint Commission

## **Workers' Compensation EMPLOYEE RESPONSIBILITIES**

- Immediately report any incident to supervisor.
- Seek approved medical services.
- Review medical findings and any job modifications / alternatives with employer.
- Work within physical limitations.
- Report any changes in work restrictions to supervisor immediately.
- Keep all medical appointments.

### **IN THE EVENT OF AN INJURY ON THE JOB**

Critical Options, Inc. is dedicated to providing a safe working environment for our associates. If you do sustain an injury while on the job:

- Secure emergency medical treatment or first aid immediately.
- Contact Critical Options at the number listed below and report the injury **within 24 hours**. If you are unable to make the call, please have a manager call for you.
- Report all injuries immediately to your Nurse Manager and to the Human Resources department of Critical Options. Request a claim form if it's more than a simple first-aid injury. **Any delay in reporting may delay workers' compensation benefits.**
- Fill out the claim form completely and fax to Human Resources at **530-221-3911**.
- If you are released to return to work with restrictions, notify your Nurse Manager immediately. A temporary transitional position that accommodates the restrictions indicated by the doctor may be necessary.
- If necessary, you will be contacted so that an accident investigation and hazard correction report can be completed.
- If you have any questions regarding your benefits, please contact Human Resources at the number listed below.

**TO REPORT A WORKERS' COMPENSATION CLAIM, PLEASE CALL:**

**866-274-8677**