**First Day Call Guidelines**

At the end of the shift, telephone the employee at home, or if they have returned to work, go see them to ask how they are doing. Write the responses in the available space.

1. How are you feeling? Document the employee’s comments in writing.

1. We are all very concerned. Is there anything we can do? Call your family? Get your belongings?

1. Did you see the physician? Write down the physician’s name, address, and phone and fax number.

1. Did the physician determine your injuries? If so, what are they? Make a written report of employee’s verbal report of the injuries.

1. Did the physician say how long until you are better? Document in writing the estimated return date.

1. Did the physician use our company’s Work Ability Form or their own form?

1. Did the physician give you any paperwork you can share with me?

1. Do you have your prescription card so you will not have to pay out-of-pocket for your medication?

1. Were you satisfied with the medical care you received?