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First Aid Policy

New Haven Assisted Living & Memory care has developed the following list of “First Aid” injuries that will be reported to the current workers compensation carrier as “Notice Only” Claims:

1. Using a nonprescription medication at nonprescription strength (prefer treating physician prescribe non-prescription medication)
2. Administering tetanus immunizations
3. Cleaning, flushing or soaking wounds on the surface of the skin
4. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™
5. Using hot or cold therapy
6. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
7. Using temporary immobilization devices while transporting an accident victim
8. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister
9. Using eye patches
10. Removing foreign bodies from the eye using only irrigation or a cotton swab
11. Removing splinters or foreign material from areas other than the eye by irrigation,tweezers, cotton swabs or other simple means
12. Using finger guards;
13. Using massages
14. Drinking fluids for relief of heat stress

**Instructions for Reporting a Workers Compensation Claim:**

1. Call 844-322-4662 (Church Mutual Pre-Claim Triage)
2. Complete the Employers First Report of Injury. If the incident is deemed to be “First Aid” only, Write the letters “NOTICE ONLY” at the top of the page
3. Have the Employee complete the Employee’s First Report of Injury as soon as it is physically possible. They can complete after the doctor’s visit if necessary. If the employee is not returning to work, you can mail with a return envelope.
4. Mail, Call in, email, go online or fax your claim to the following:
5. **Telephone:** (800) 554-2642, select Option 2
6. **Fax:** (715) 539-4651
7. **Mail:** P.O. Box 342, Merrill, WI 54452-0342
8. **E-mail:** [claims@churchmutual.com](mailto:claims@churchmutual.com)
9. **Online:** [www.churchmutual.com](http://www.churchmutual.com) (excluding WC)

Please provide a copy of these policies and procedures to your Urgent Care clinic