



HEFFERNAN INSURANCE BROKERS

A Member of the Heffernan Group

# First Aid

**When is an injury first aid?**

**How to report, record and bill first aid.**





## WHAT IS FIRST AID?

### HOW TO REPORT/RECORD/BILL FIRST AID CLAIMS

#### What Is A First Aid Claim/Injury?

As a benefit to California employers, the Labor Code defines *First Aid* cases as any one-time treatment, and follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, and so forth (see attachments). Such one-time treatment, and follow-up visit for the purpose of observation, is considered *first aid* although provided by a physician or registered professional. **Please call the physician on the first medical visit to establish whether or not the incident can be kept as *first aid*.**

#### When Is An Injury NOT First Aid?

- When treatment extends beyond two office visits
- When there is time off work BEYOND the date of the injury
- When light work is assigned by the doctor
- Serious exposure to a hazardous substance (one where there is a possibility that the exposure could cause serious injury or death).
- Any prescription for medication is written.
- Review attachment

#### Do You Have To Report The Injury To The Insurance Carrier?

We recommend you contact the insurance carrier to notify them of the incident so that they are aware you are holding on to the case as *first aid*. By calling them you are making sure they do not open a case on your loss runs should they get a bill and/or, Doctors' First Report of Injury. Let the carrier know you have spoken to the doctor and this is considered a *first aid*. Remind them to forward all loss information/reports/bills to your attention.

**ALL BILLS MUST BE PAID WITHIN 45 DAYS OF RECEIPT.**

**IMPORTANT:** You must report the claim to your insurance carrier **if/when:**

- ◆ At any time the established first aid case falls outside the guidelines set forth above. (i.e. the injured employee loses time from work or receives treatment outside the scope of *first aid*.)

Is The Employer Required To Provide An Employee Claim Form Or State Mandated Form(s) For First Aid Injuries?

No. However, you must provide it if the injured employee requests one.

Who Pays For First Aid Treatment?

- ◆ Your in-house billing department/office will pay for first aid treatment and observation visit. As long as the incident remains *first aid* you (employer) will be responsible for all billings due to that case. Direct the medical clinic to bill you (employer) directly for first aid treatment
- ◆ **NOTE:** If you as the employer initially paid this as first aid, and later the employee needs additional medical treatment/services for the same injury (taking it beyond first aid criteria), you will need to notify the insurance carrier **immediately** to file a workers' compensation claim. Remember to give/mail to the employee the claim form, DWC-1. Forward all originals in your WC file to the carrier.
- ◆ **RECOMMENDATION:** Establish relationships with your designated industrial medical clinics (MPN's) in your area. It's important that they understand you would like to handle your *first aid* cases. Call them at the time of the **first medical** visit and discuss details. The doctor is the one that decides if an incident is first aid- so communication is most important early on.
- ◆ **GOOD NEWS !! By paying these small medical bills and maintaining these first aid cases you will lower your frequency rate and lower your experience modification factor.**
- ◆ Give the employee the MEDICAL PROVIDER LETTER to take with them to the doctor for review. Let them know you will be calling and would like to keep this *first aid* if applicable.

## OSHA FACTS ON RECORDABLE VS. NON-RECORDABLE TREATMENT

### Examples Of First Aid (Non-Recordable) – Claim does not need to be filed – send bills to Corporate

- ◆ Application of antiseptics during first visit to medical personnel
- ◆ Treatment of 1<sup>st</sup> degree burns
- ◆ Application of bandages during first visit
- ◆ Use of elastic bandages during first visit
- ◆ Removal of foreign bodies not embedded in eye – irrigation only
- ◆ Removal of foreign bodies from wounds by tweezers or other simple instrument
- ◆ Use of non-prescription medications
- ◆ Soaking therapy on first visit or removal of bandages by soaking
- ◆ Hot or cold compresses during first visit
- ◆ Ointments to abrasions to prevent drying or cracking
- ◆ Heat therapy during first visit
- ◆ Negative x-ray diagnosis
- ◆ Brief observation
- ◆ Tetanus shot or booster

### Examples Of Medical Treatment (Recordable)

- ◆ Treatment of infection
- ◆ Application of antiseptics during second or subsequent visits
- ◆ Treatment of 2<sup>nd</sup> or 3<sup>rd</sup> degree burns
- ◆ Sutures
- ◆ Butterfly bandages or steri-strips in lieu of sutures
- ◆ Removal of foreign bodies embedded in the eye
- ◆ Removal of foreign bodies from wounds if size, location, etc complicate procedure
- ◆ Use of prescription medications except for single dose during first visit
- ◆ Hot or cold soaking therapy during second or subsequent visit
- ◆ Positive x-ray diagnosis
- ◆ Admission to a hospital for prolonged observation
- ◆ Injury involving loss of consciousness or resulting in loss of motion
- ◆ Restricted duty or lost time work day

## **Recording & Reporting “First Aid” Cases**

### **Federal OSHA Standard:**

#### **1904.7(b)(5)**

#### **How do I record an injury or illness that involves medical treatment beyond first aid?**

If a work-related injury or illness results in medical treatment beyond first aid, you must record it on the OSHA 300 Log. If the injury or illness did not involve death, one or more days away from work, one or more days of restricted work, or one or more days of job transfer, you enter a check mark in the box for cases where the employee received medical treatment but remained at work and was not transferred or restricted.

#### **1904.7(b)(5)(i)**

**What is the definition of medical treatment?** “Medical Treatment” means the management and care of a patient to combat disease or disorder. For the purpose of Part 1904, medical treatment does not include:

#### **1904.7(b)(5)(i)(A)**

Visits to a physician or other licensed health care professional solely for observation or counseling.

#### **1904.7(b)(5)(ii)**

“First Aid” as defined in paragraph (b)(5)(ii) of this section.

#### **1904.7(b)(5)(ii)**

**What is “first aid”?** For the purposes of Part 1904, “first aid” means the following:

#### **1904.7(b)(5)(ii)(A)**

Using a no-prescription medication at nonprescription strength is “First Aid”

(Medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a no-prescription medication at prescription strength is considered medical treatment and “reportable” for record keeping purposes);

#### **1904.7(b)(5)(ii)(B)**

Administering tetanus immunization are “First Aid”.

(other immunizations such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment and “reportable” treatment);

**1904.7(b)(5)(ii)(D)**

Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™, are “First Aid”

**1904.7(b)(5)(ii)(E)**

Using hot or cold therapy is “First Aid”

**1904.7(b)(5)(ii)(F)**

Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. are “First Aid”

(devices with rigid stays or other system designed to immobilize part of the body are considered medical treatment and “reportable” for record keeping purposes);

**1904.7(b)(5)(ii)(G)**

Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.) are “First Aid”

**1904.7(b)(5)(ii)(H)**

Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister is “First Aid”

**1904.7(b)(5)(ii)(I)**

Using eye patches is “First Aid”

**1904.7(b)(5)(ii)(J)**

Removing foreign bodies from the eye using only irrigation or a cotton swab are “First Aid”

**1904.7(b)(5)(ii)(K)**

Removing splinters or foreign material from areas other than the eye by irrigation, tweezers and cotton swabs or other simple means are “First Aid”

**1904.7(b)(5)(ii)(L)**

Using finger guards is “First Aid”

**1904.7(b)(5)(ii)(M)**

Using massages is “First Aid”

(physical therapy or chiropractic treatment are considered medical treatment and “reportable” for record keeping purposes

**1904.7(b)(5)(ii)(N)**

Drinking fluids for relief of heat stress is “First Aid”

**1904.7(b)(5)(iii)**

**Are any other procedures included in first aid?** No, this is a complete list of all treatments considered first aid for Part 1904 purposes.

**1904.7(b)(5)(iv)**

**Does the professional status of the person providing the treatment have any effect on what is considered first aid or medical treatment?** No, OSHA considers the treatments listed in § 1904.7(b)(5)(ii) of this Part to be first aid regardless of the professional status of the person providing the treatment. Even when these treatments are provided by a physician or other licensed health care professional, they are considered first aid for the purposes of Part 1904. Similarly, OSHA considers treatment beyond first aid to be medical treatment even when it is provided by someone other than a physician or other licensed health care professional.

## **FIRST AID GUIDE**

Any injury involving loss of consciousness, restriction of work duties or transfer to another job is **NOT** considered a “First-Aid” case.

The following is a guide as to what types of treatment qualifies as “First-Aid”.

"FIRST AID"	"RECORDABLE/REPORTABLE"
FIRST DEGREE BURNS	SECOND OR THIRD DEGREE BURNS
COMPRESSES, HOT OR COLD ON FIRST VISIT TO A DOCTOR	WHIRLPOOL TREATMENT ON ANY VISIT OR SOAKING ON SUBSEQUENT VISIT
BANDAGING, INCL. ELASTIC, ON ANY VISIT TO A DOCTOR	RIGID BANDAGE OR CAST TO IMMOBILIZE THE BODY PART
SUTURES APPLIED ON FIRST VISIT AND REMOVED ON SUBSEQUENT VISIT WITH NO ADDITIONAL TREATMENT	SUTURES THAT REQUIRE ADDITIONAL TREATMENT BEYOND SUBSEQUENT REMOVAL-if wound becomes infected or additional treatment is needed.
FOREIGN BODIES, NOT EMBEDDED (includes eye or splinters removed with Tweezers)	FOREIGN BODIES- If removal from wound requires a physician because of the depth of embedment, size location or shape of object.
USE OF NON-PRESCRIPTION MEDICATIONS OR ADMINISTRATION OF A SINGLE DOSE OF A PRESCRIPTION MEDICATION ON THE FIRST VISIT	PRESCRIPTION MEDICATIONS BEYOND SINGLE DOSE USED OR PRESCRIBED
ANTISEPTICS APPLIED ON FIRST VISIT TO A DOCTOR OR NURSE	ANTISEPTICS APPLIED ON SECOND OR SUBSEQUENT VISIT TO A DOCTOR OR NURSE
OINTMENTS APPLIED TO ABRASIONS TO PREVENT DRYING OR CRACKING	CUTTING AWAY DEAD SKIN
TETANUS SHOT, INITIAL OR BOOSTERS	DIATHERMY TREATMENT
X-RAY WHICH IS NEGATIVE	X-RAY WHICH IS POSITIVE
OBSERVATION OF INJURY ON SECOND OR SUBSEQUENT VISIT	TREATMENT FOR INFECTION



