PMACare24 #: 1-833-549-1332

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| ***OJI Type:*** | ***Step 1: Supervisor*** | ***Step 2: Employee*** | ***Step 3: Supervisor*** | ***Step 4: Call PMA?*** |
| OJI - Wants documentation but *does not* want treatment. | Non-Exposure - Medical Treatment Referral (will give you ID #) | Completes OJIR form once assigned ID number. | Goes back in and completes OJIR form on assigned ID number. | Yes, after completing OJIR form. |
| OJI - Wants treatment and is not an emergency | Non-Exposure - Medical Treatment Referral (will give you ID #) | Completes OJIR form once assigned ID number. | Goes back in and completes OJIR form on assigned ID number. | Yes, after completing OJIR form. |
| Exposure - *Does not* want treatment or evaluation. | Exposure incident form only | N/A | If source blood was requested - email Helen the patient’s name, hospital and CSN number. | No |
| Exposure – Wants treatment or evaluation. | Exposure - Medical Treatment Referral (will give you an ID #) AND Exposure Incident Form | Completes OJIR form once assigned ID number. | Goes back in and completes OJIR form on assigned ID number. | Yes, after completing OJIR form. |

Note: If MEDIC transports an injured employee, the Supervisor or Designee **MUST** notify the Revenue Cycle Supervisor and Manager.