1. The injured employee will contact you and advise you of the injury.
2. You will then log into WebApps. Note, you must be at Post 100 or on the MEDIC VPN to log into WebApps and you must log in using your username not your email address. For instance, my log in would be amyb and not [amyb@medic911.com](mailto:amyb@medic911.com). The password will be the same password you use for all other Medic related sites.

Graphical user interface, application

Description automatically generated

1. Once in WebApps, you will go to Risk and Safety, then to OJI.

 

1. The next step is to click on “For Supervisor”. 
2. Then you will select the correct Medical Treatment Referral. One is for Exposure and one for non-exposure OJIs. *If the employee has an exposure and will not be receiving care, then you will not need to fill out the medical treatment referral form, only fill out the information found under the ‘exposure incident’ tab. This employee does not need to call PMACare24.*

**

All Non-Exposure Injury

Exposure - Not Seeking Treatment

Exposure Seeking Treatment

1. Once you complete the Medical Treatment Referral, you and the injured employee will receive a copy of it via email. The email will also have a Med Treat ID. number at the top. This number will identify the OJI and will be used later in the process. Graphical user interface, text, application, email

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