1. The injured employee now must go into the WebApps database and complete their portion. To do this, the employee will log into WebApps, go to Risk and Safety, OJI, then “For Employee”. The employee must then complete the OJIR AND the MOU/Confidentiality Agreement using the Med Treat ID. from their email.



1. Once the injured employee is done with these steps, the OJIR will come back to you for completion. This will prompt you to log back into WebApps, click on Risk and Safety, OJI, For Supervisor, then OJIR. From the ID dropdown, choose the Med Treat ID. number associated with that OJI. Then finish the supervisor portion and click update.



 

1. Make sure to then have the employee contact PMACare24. The one exception to this is if the employee has a suspected exposure but will not seek care. *If the employee has a suspected exposure and will not seek care the follow steps 1-4. Step 5 will only be the Exposure Incident Form. The employee will not call PMACare24 and no other documentation is required.*