



Lincoln County Workers Comp Claim Process

Injured employee, supervisor, and witnesses (if applicable) shall complete the [Workers Comp Incident Report](#). This documentation should be emailed to Joann Moorman (workerscompensation@lincolncountync.gov) or faxed to (704) 736-4916.

If the injured employee needs medical treatment contact Joann Moorman at **(704) 666-6970 or (704) 736-8493**. A medical appointment will be made, and the supervisor and employee will be notified of the appointment time.

The injured employee will need to fill out the [Medical Treatment Packet](#) (Release of Medical Information and Medical Status Questionnaire) These documents will be taken to the doctor's office with the injured employee.

A job description and prescription card will be sent to the injured employee and supervisor.

After completion of the packet from both the employee and the supervisor, there are three ways to send the packet:

1. By email to workerscompensation@lincolncountync.gov
2. By fax to 704-736-4916
3. Or by dropping off the packet at the HR office

Documents for the Worker's Compensation Doctor:

Employee's Job Description

Release of Medical Information

Medical Status Questionnaire

Pharmacy Card (this must be activated before using at the pharmacy, phone number is on the card)

Documents for Human Resources:

Release of Medical Information

Completed Medical Status Questionnaire from Doctor

Any additional medical information from the injured employee

First Fill Card and Doctors Notes:

Once the employee requests medical treatment or an injury is so significant that it requires medical attention and prescription(s) are prescribed, employees must use the Optum First Fill card. This card is only for the initial prescriptions that are prescribed.

All doctors' notes from initial visits and follow up visits must be submitted to HR.

Billing Address and Bills:

Employees shall give the following billing address to the medical facility:

Sedgwick

PO Box 14436

Lexington, KY 40512

Do not give department address or personal address. If an employee or the department happens to receive a bill, please send it to HR right away. The bill will be sent to the employee's assigned workers comp adjuster.

Employees and supervisors can contact **Joann Moorman – HR Specialist** for any questions or concerns. **Work Phone: 704-736-8493 or 704-666-6970** Email: workerscompensation@lincolncountync.gov