

On The Job Injuries

1. Upon notice of an injury (verbal, written or otherwise) supervisors shall obtain and employees will complete either a First Report of Injury or an Employee Refusal Form. Both forms are located on BHSSC's website (bhssc.org) and can be obtained from the Business Office. BHSSC has seven (7) days to submit a First Report of Injury to our Insurance Company, therefore completed, original forms should be submitted to the main office *within* six (6) days of the injury.
2. Employees can direct specific questions regarding their claim to ReliaMax. ReliaMax may contact the supervisor, employee and any witness involved in a workers compensation claim.
ReliaMax
5024 South Bur Oak Place, Suite 103
Sioux Falls, SD 57108
605-271-1939
3. ReliaMax may request timesheets for documentation on claims. Any time missed from work due to a workers compensation claim should be documented on the employee's timesheet. Workers Compensation payment is not made for lost work time unless an employee is incapacitated for seven (7) consecutive days.