



## Reporting Procedures for Injured Employees

**In the case of an emergency, call 911 or seek treatment at the closest medical facility**

### Injury Reporting Steps:

1. Call and report the injury to SouthEast Personnel Leasing (SPLI) immediately at 1-800-966-5562. Injuries that occur after 5:00pm EST, seek medical treatment at the closest medical clinic or hospital. For claims occurring in California, treatment providers need to be within the Medical Provider Network (MPN), which can be found here: <https://www.netbyd.com/packardmpn/>. Please make sure to call and inform SPLI of the injury the next business day.
2. Fill in, sign, and return the completed First Report of Injury form to SPLI within 24 hours. First Report of Injury forms are located at <http://spli.com/docs.php>.
  - a. Email: [intake@spli.com](mailto:intake@spli.com) (Preferred)
  - b. Fax: 1-727-682-2439
3. Submit to a drug test. Injured workers are required to be drug tested within 24 hours, unless you were injured in the state of Georgia, which requires an injured worker to be tested within 8 hours of the injury. Please bring the Chain of Custody form and a photo ID to the medical facility or lab.
4. Preserve any accident related evidence or defective products for SPLI's inspection.

**Important Notice: The injured worker must be compensated for the hours/days worked up to the time of the injury.**

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## Procedimiento de Reportar Lesiones para Empleados

**En caso de emergencia, marque el 911 o acuda el centro medico o hospital mas cercano**

### Pasos para reportar lesiones:

1. Llame y reporte su herida/lesion a SouthEast Personnel Leasing (SPLI) inmediatamente al 1-800-966-5562. Heridas/lesiones que ocurren despues de las 5:00pm EST, busque tratamiento medico en el centro medico o hospital mas cercano. Para las reclamaciones que se producen en California, los proveedores de tratamiento deben estar dentro de la Red de Proveedores Médicos (MPN), que se puede encontrar aquí: <https://www.netbyd.com/packardmpn/>. Por favor, asegurese de llamar y reportar la herida/lesion a SPLI al siguiente dia laborable.
2. Llene, firme y regrese el formulario First Report of Injury a SPLI en 24 horas. Los formularios de First Report of Injury estan localizados en <http://spli.com/docs.php>
  - a. Email: [intake@spli.com](mailto:intake@spli.com) (preferido)
  - b. Fax: 1-727-682-2439
3. Sometase a un examen de droga. Trabajadores lesionado requieren un examen de drogas dentro de 24 horas, a menos que se lesione en el estado de Georgia, cual requiere que el trabajador lesionado sea examinado dentro de 8 horas de su herida/lesion. Por favor, traiga el formulario de Cadena de Custodio y una forma de identificacion a el centro medico o laboratorio.
4. Conserve toda evidencia relacionada o producto defecto para la inspeccion de SPLI.

**Aviso Importante: El trabajador lesionado tiene que ser compensado por las horas/dias trabajadas hasta el tiempo de herida/lesion.**