Manager's Worker's Compensation Flow Chart

Employee reports injury to manager

Render 1st aid and give :Q&A sheet

First aid?

Yes → Employee Returns to work

No → Obtain Dr. List from Med Provider Network and give to employee

Complete DWC1 / Medical Authorization Form (MAF)

Send Employee to Dr.

Perform Investigation (cause and prevention)

Obtain Witness Statements

Incident Reporting Hotline Sheet
WC Injury Rpt
OEHS Accident Investigation Rpt

1) **Report to FSB Hotline (213) 241-0768**
2) **Call in Injury to Sedgwick (800) 528-7392**
3) **Fax Injury/Accident Investigation to OEHS (213) 241-6816**

Within 24 hours

Employee Contacted You with restrictions?

Yes → Off More than 5 days?

No → **Send AWOL notice to AFSS for discipline. Pay WC.**

Off More than 5 days?

Yes → When Employee is ready to return, send employee to District Dr. For Clearance → If off 20 days or more notify CETSB to send leave pwk.

No → Obtain Dr's Release/Work Restrictions → Complete Transitional Assignment Plan → Employee Returns to Work

Employee Returned?

Yes → Off More than 5 days?

No → HR Disciplinary Action