

# Worker's Compensation Guidelines

## 1. First Aid

- a. Render immediate attention to employee
  - 1) **CALL 911 for LIFE THREATENING EMERGENCY**
  - 2) If non-emergency medical attention is necessary
    - a. Send employee to nurse if minor injury
    - b. Send to District clinic for examination

## 2. Medical Treatment

- a. Give employee the following (*immediately or no later than 24 hours*)
  - 1) **DWC-1 Form**
  - 2) **Medical Authorization Form**
  - 3) List of District Clinics
- b. **If** employee refuses treatment, issue **Claims Withdrawal Form**; the employee has one (1) year from date of injury to follow-up, if necessary

## 3. Reporting

- a. Complete the following within 24 hours of incident
  - 1) **Worker's Compensation Incident/Injury Report Worksheet**
  - 2) **ISTAR**
  - 3) Refer to **Worker's Compensation Incident/ Injury Worksheet** to report to Sedgwick 1-800-582-7392
  - 4) FAX Injury Accident OEHS— (213) 241-6816; if necessary

## 4. Investigation

- a. Obtain witness statements
- b. Submit to AFSS and HR

## 5. Unable To Return To Work

- a. If employee is unable to work, the employee will:
  - 1) Submit **Work Status Report** from doctor
    - a. AFSS/HR work together to determine if restrictions can be accommodated
    - b. Remind employee to continue to send updated **Work Status Report** after each appointment
- b. Send FMLA paperwork (sent by FSM)
  - 1) **FMLA Acknowledgement of Receipt**
  - 2) **FMLA Employee Eligibility & Entitlement**
  - 3) **FMLA Health Care Provider Certification**
- c. Send **Leave of Absence** paperwork; *if absence from work more than twenty (20) days*
  - 1) **PC Form 5006**, six (6) page document

## 6. Able To Return To Work

- a. If employee remains off work due to recommendation by doctor
  - 1) Receive **Work Status Report** stating cleared to return to work
  - 2) **Treatment Authorization Form**
    - a. completed by FSM
  - 3) **Health Appraisal Form**
    - a. completed by District clinic doctor

## 7. Contacts

- a. Contact your manager, AFSS, HR, principal (if applicable)