

WORKERS' COMPENSATION CLAIM CHECKLIST

The following actions should be taken when an employee reports an injury /illness that requires medical attention

Name of Employee _____

Date of Injury _____

Within 24 hours of knowledge of injury:

- Supervisor immediately reports injury to the Manager or assigned W. C. coordinator.
- WC coordinator gives the injured employee "Facts for Injured Worker" pamphlet (red lettering).
- WC coordinator gives the injured employee "Employee Claim for Workers' Compensation Benefits" form (DWC-1)

Determine whether employee has designated his/her personal physician prior to this injury.

WC coordinator directs the injured employee to the employer selected physician/occupational clinic or employees predesignated physician.

Determine if the injury qualifies as a "First Aid" claim.

"Employer's First Report of Injury" (Form 5020) is completed and faxed to the insurance company or called in on the Automated Claims Reporting System only if it is more serious than a "First Aid" claim.

Questionable claims:

Complete the Workers' Compensation Claim Supplement Report and send to Insurance Company with First Report of Injury (Form 5020).

When completed Employee Claim for Workers' Compensation benefits form is returned by the injured employee (mandatory within 5 days):

- Give the injured employee a copy
- Put a copy in his/her file
- Send/fax a copy to your insurance company

Cal/OSHA Requirements:

Document Incident on Cal/OSHA 300 log

All work-related fatalities and serious injuries or illnesses require immediate reporting by telephone or fax to the nearest District Office of the California Division of Occupational Safety and Health (Cal/OSHA). Telephone numbers of all district offices are listed on the Cal/OSHA poster.

This should be done:

Call the employee within 24 hours

- Phone _____
- Express commitment to care and recovery
- Ask about treatment received
- Ask about special needs/concerns

Follow up with physician/clinic within 24 hours

- Name of treating physician _____ Phone _____
- Discuss employee's job duties and options for accommodating his/her restrictions
- Discuss timetable for employee's return to work

Review incident

- Take any necessary corrective actions to protect others from injury
- Document Injury & Illness Prevention Program