

Workers' Compensation Accident/Injury Quick Check List

This Check List was designed to help you complete the necessary steps to handle and report work related injuries.

✓	PROCEDURE
	EMERGENCY: Obtain medical treatment for the injured worker – call 911 and <u>contact Linda Kaufman at Extension 2241 immediately when you receive notification of a work injury.</u>
	NON-EMERGENCY: Complete and provide the Authorization to Treat form to the employee and refer to Health First, 13440 E. Imperial Hwy., Santa Fe Springs, CA 90670; (562) 926-3440 Provide the injured worker with the DWC-1 form within 24 hours (remember to put the correct dates on numbers 11 and 12 under the Employer's Section), and Covered Employees Notice of Rights Material (Medical Provider Network) - Send via Certified Mail to the injured worker, if necessary – this is State mandated.
	FORMS are located on the District's website www.cerritos.edu/hr (Risk Management)
	When you receive the signed DWC-1 form from the injured worker, complete your portion of the form* - send to Linda Kaufman the same day received back from the injured worker *Be sure to properly date numbers 11 and 12 on the DWC-1 Form
	Complete the Supervisor's Accident Investigation form immediately (the same day) and forward to Linda Kaufman
	Forward any photos, police report for a motor vehicle accident, or any information concerning the industrial accident to Linda Kaufman as soon as you receive them
	Do not hold onto any paperwork or documentation while waiting for additional information – send immediately to Linda Kaufman
	Every doctor visit requires a work duty slip from the injured worker as long as he/she is on temporary disability or modified duty – no doctor slip, no return to work
	An interactive process discussion is required when restrictions exist. Send all medical slips immediately to Linda Kaufman with a copy to Human Resources.
	Keep the lines of communication open between yourself and Linda Kaufman. In the event Linda is unavailable, contact Deanna Hart at extension 2275 or Nancy Buvinger at extension 2283.