

HOW TO REPORT A WORK RELATED ILLNESS OR INJURY

1. Contact the Company Nurse @ (877) 518-6702. Company Nurse is an injury hotline open 24 hours a day, 7 days a week, staffed by medical professionals and triage nurses. When injuries occur on the job, the injured employee and/or supervisor will report the injury to Company Nurse by calling the hotline number. Using medical expertise, the nurse will assess the injury over the phone and identify the right course of treatment. The injured employee will be referred to the most appropriate level of care, whether it's an ER, clinic, or simple first aid guidelines. During the call, the nurse will gather additional information to assist with the reporting process.
 - a. If you are referred for medical treatment, the Company Nurse will send authorization to an approved workers' compensation clinic. Please go to the clinic for treatment.
 - b. If you are not referred for treatment, your injury will be documented as an incident only and will be kept on file. Please follow the advice provided to you by Company Nurse and return to your usual and customary job duties. If symptoms change, please call Company Nurse.

2. Please complete the following:
 - a. If medical treatment was received, complete items 1-9 of the DWC-1 claim form and return the form to Risk Management.
 - b. Complete page 1 of the Accident Investigation Report, sign it and give it to your supervisor to complete page 2. Your supervisor will forward the completed form to Risk Management within 24 hours of the injury.
 - c. Provide the Witness Statement to anyone who observed the injury and forward a completed copy to Risk Management.
 - d. Provide a copy of your work status to your supervisor and Risk Management after each appointment. If the doctor has released you to return to work with restrictions, RSCCD will try to accommodate those restrictions by providing you with modified duty.

Reporting an injury/illness or submission of a claim form does not imply automatic acceptance of your claim. Our work comp claims administrator, Keenan & Associates, will advise you if your claim has been accepted, delayed or denied.

REPORTING LOST TIME DUE TO A WORK-RELATED ILLNESS OR INJURY

District policy grants accepted* workers compensation claims up to 60 days of industrial accident/workers' compensation leave. Absences due to a work-related illness or injury need to be reported on an absence card with the code WC1. This includes time missed if your treating physician takes you off work or if the district is unable to accommodate your work restrictions. Medical and therapy appointments should be scheduled outside your normal work hours, or towards the beginning or end of your shift to minimize disruption to your department. Appointment times that take place during normal work hours would also need to be reported using code WC1. Refer to your bargaining group's contract for details on what to do if your recovery time exceeds 60 days.

*Please note - Industrial Accident/workers' compensation leave will not be approved until the claim has been accepted by our Claims Administrator. Therefore, if your claim is delayed or denied, your available sick, vacation and/or comp time will be used. If the claim is accepted at a later date, your balances will be restored, and industrial accident/ workers' compensation leave will be used.

WHAT ARE YOUR RESPONSIBILITIES?

1. You are required to follow all instructions given to you by your treating physician. If you are scheduled for follow-up visits, do not miss your appointments without phoning and rescheduling with your doctor.
2. You are required to be available for all appointments.
3. You are required to keep your supervisor informed of your work status.
4. You are required to submit your absence cards timely.

INSURANCE ADMINISTRATOR

The District's worker's compensation insurance administrator will be contacting you in regards to your injury. Our insurance administrator is:

Keenan & Associates
Claims Adjuster: Norma Navarro
PO Box 2707
Torrance, CA 90509
310-212-0363 ext. 3715

If you have any questions please call Risk Management at 714-480-7570.

2/14/2023