



INSTRUCTIONS FOR INJURED EMPLOYEE

IF YOU NEED TO SEE A DOCTOR:

Your supervisor will report the injury to **Company Nurse** for first aid instructions and refer you to the appropriate medical provider for treatment. If it is after your work hours and you are unable to reach your supervisor regarding a medical concern pertaining to your injury you may call Company Nurse back for an urgent referral. You can reach Company Nurse at (877) 518-6702

- Complete the DWC-1 Claim for Workers' Compensation Benefits form, and retain a copy for your records.

PLEASE KEEP ALL SCHEDULED APPOINTMENTS:

If you cannot keep an appointment, please call Kathleen Hardy at (760) 955-3201 ext. 10205. Missed appointments may result in loss of benefits and your ability to participate in the return to work program.

Your appointments should be scheduled outside of your regular work hours.

Most occupational health clinics offer business hours with extended hours of operation and can accommodate walk in appointments.

- If you have scheduled an appointment requiring special considerations you must contact Risk Management at (760) 955-3201 ext. 10205, Kathleen Hardy, for approval. **Appointments not pre-approved will be coded as Personal Necessity.**

KEEP RISK MANAGEMENT AND YOUR SUPERVISOR INFORMED:

- **It is your responsibility to provide a copy of your work status and meet with the Risk Manager, Kathleen Hardy, building #1 immediately following every doctor visit. EMPLOYEE SHOULD BE PREPARED TO WAIT FOR THE RISK MANAGER OR DESIGNEE TO DISCUSS STATUS.** Employee should be available during duty hours for follow up conversations, interactive meetings etc.

In addition, please keep in contact with your supervisor. Risk will also update your supervisor of each work status. If you are given work restrictions by your physician, they should clearly state what your limitations are, including any recommended change in your normal schedule. Be certain you understand these limitations and they are clearly written on your status report provided to Risk Management. **Modified duties can only be approved by the Risk Manager, Kathleen Hardy.**

IF YOU WISH TO CHANGE PHYSICIANS:

You may change physicians once you have received your initial medical attention as long as the doctor you choose is within the medical provider network (MPN). Information regarding the MPN is included with the packet of forms sent to you by Hazelrigg Claims Management Services. If you have questions, please contact your claims adjuster at Hazelrigg, (909) 606-6373

IF YOU DO NOT NEED TO SEE A DOCTOR:

- You will be provided a *Declination of Medical Treatment* form. Complete the Declination of Medical Treatment form, and the DWC-1 form, and retain a copy for your records.
- If you need medical treatment at a later date, please notify your supervisor. If it is after your work hours and you are unable to reach your supervisor regarding a medical concern pertaining to your injury you may call Company Nurse back for an urgent referral. You can reach Company Nurse at (877) 518-6702.

RETURN TO WORK PROGRAM:

The district's return to work program provides opportunities for injured employees to return to work with medical restrictions as outlined by the treating physician.

An important part of recovering from an injury is returning to work.

Transitional modified/alternate duties and/or changes in your work schedule require approval. The process is a case by case basis as outlined below:

- Provide Risk Management with your treating physician's work status specifying your limitations
- Risk Management will work with your supervisor to evaluate if modified duty within your position is available or if you will be placed in an alternate position on a temporary basis.
- You will be notified of the work options available to you.

Transitional modified/alternate duties will be terminated and the employee placed off work if one of the following occurs:

- The treating physician reports the employee should remain off work temporarily disabled
- The employee's work restrictions can longer be accommodated.
- The employee does not follow all the medical directives of his/her treating physician
- The employee does not have medical improvement, is stagnant in improvement or there is not opportunity to get better.

READ AND INITIAL EACH ITEM:

It is the employee's responsibility to provide a copy of the work status and meet with the Risk Manager, immediately following every doctor visit.

"Workers' compensation fraud is a felony"-anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$50,000 and sent to prison for up to five years (Insurance Code section 1871.4)

Injured employee on leaves are not allowed on any district property, except the district office unless meeting with Risk Management staff.

Employee should be prepared to wait for the Risk Manager or designee to discuss status.

Employee should be available during duty hours to meet in person, for follow up, interactive, status meetings, etc.

Employee may be placed at Transitional Return-To-Work duty, at an alternate site/department, duties, hours. Accommodations will be made per work restrictions.

EMPLOYEE SIGNATURE

DATE

If you have any questions, contact the Risk Manager at (760) 955-3201 ext. 10205

By signing below, you are acknowledging that you have received and read a copy of these instructions.