



## 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 **(888) 375-0280**

- 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 your by TRISTAR. If you have questions, please contact your claims adjuster at TRISTAR (800) 977-0286.

### **IF YOU DO NOT NEED TO SEE A DOCTOR:**

- You complete the *declination portion on the INJURY DRAWING & DECLINATION* form.
- 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 (888) 375-0280**