

Lawndale Elementary School District
Workers' Compensation Procedures



- 1. If an employee is in need of immediate or urgent medical treatment, call 9-1-1 and contact the District Receptionist at Extension 0.**
- 2. If the injury is not immediate or urgent, the supervisor or designee should immediately contact Company Nurse with the injured employee at 1-888-770-0929 (Search Code: LWNEL)**
 - a. Company Nurse will assess the injury over the phone and refer the injured employee to the most appropriate level of care
 - If the employee is referred for medical treatment, skip to steps 3-5.
 - If the employee declines treatment, the employee must complete the "Workers' Compensation Declination of Medical Treatment" form and send a copy to the Business Office.
 - If Company Nurse recommends "self-care," complete the "Report of Injury Investigation" and send a copy to the Business Office within 24 hours of knowledge of the injury. A "DWC-1" form is not required for "self-care."
- 3. If the employee is referred for medical treatment or misses time from work within one (1) working day of knowledge of injury, supervisor will provide the injured employee with the following:**
 - Company Nurse Contact Information
 - Workers' Compensation Claim Form "DWC-1" (rev. 1/2016)
 - WellComp Medical Provider Network pamphlet (Eng/Span)
 - Mitchell First Fill Temporary First Prescription
 - Receipt of Workers' Compensation Information
 - If the employee has pre-designated a personal physician, the employee will be referred to Human Resources to verify that a valid pre-designation form is on file.
 - If the employee has not pre-designated a personal physician, they will be referred to one of our clinics: Bayside Medical Group (323) 757-2118 or Concentra (formerly US Healthworks) (310) 640-9911
- 4. Once the employee returns and completes the employee section (lines 1-9) of the "DWC-1" form, the supervisor must complete the employer section (lines 10-18) of the form and return original to the Business Office.**
 - a. Employee should thoroughly describe injury on line 6
 - b. Employee must keep pages 1-3 (Notice of Potential Eligibility) and one of the carbon copies of DWC-1.
 - c. Employee must sign and return "Receipt of Workers' Compensation Information"
 - d. For all injuries, the supervisor or designee must complete the "[Confidential Incident Investigation Report](#)" and copy to the Business Office within 24 hours of knowledge of the injury.
- 5. Employees undergoing medical treatment must provide current work status reports from their pre-designated physician or clinic (Concentra/Bayside) to their Supervisor, Site Office Manager and Human Resources (reign_endo@lawndalesd.net)**
 - a. Employees that are not working due to a work related injury or cannot return to their regular job duties due to restrictions must not return to work until they are cleared by a doctor and Human Resources.
 - b. Employees should schedule ongoing Workers' Compensation appointments or physical therapy outside of their regular work hours. Appointments made during work hours should be treated according to the appropriate collective bargaining agreement.

Special Notes

- Volunteers and interns are covered under LESD's Workers' Comp insurance and should be treated as you would an employee.
- Contractors and consultants are typically covered under their own organization's Workers' Comp insurance. Please check with the Business office to confirm Workers' Comp coverage.
- Forms are available at <https://www.lawndalesd.net/wc>