

1. If you are hurt on the job, contact Company Nurse at 855-602-5267 to report the incident.
2. Complete the “Important Information for Injured Workers” and return to your Supervisor.



*If you require immediate medical attention continue to read steps 2-5, otherwise that's all that's needed.*

3. **Complete the top portion of the Employee Claim Form (DWC 1). (Located w/in this packet)**
  - Make a copy for yourself; return original to your supervisor **immediately**.
  - You will receive a completed copy back from the Employee Benefits Specialist.
4. **Medical Service Order**
  - Once you call Company Nurse, they will fax authorization to Concentra Urgent Care so you can seek treatment. If you predesignated a physician (must be on file with the Employee Benefits Office **prior** to the date of injury) please go to Concentra first for the initial appointment. If it's an emergency, go directly to St. John's Pleasant Valley Hospital (emergency situations only).
  - Please schedule doctor and physical therapy appointments outside your regular work hours. If not possible, discuss with your supervisor. If your appointment must be scheduled during work hours, you are expected to work prior to and after your appointment, allowing ample time for commuting.
5. **Work Status Notice:** If you receive treatment, you **must** ask the doctor for a work status notice for each visit. The notice should show your appointment date, brief description of your work status (i.e., cannot return to work, can return with no restrictions, can return with restrictions—which must be listed), your next appointment, and the doctor's signature. **Deliver this notice to the Employee Benefits Specialist immediately.**
  - **Light Duty/Temporary Partial Disability:** If a doctor indicates you cannot perform your regular job, the District may attempt to temporarily modify your regular job or temporarily assign you to another job to conform to your work restrictions.
  - **Total Temporary Disability:** If light duty restrictions cannot be accommodated or a doctor determines you cannot return to work at all, you must: 1) bring in or mail in work status notices to the Employee Benefits Specialist on a regular basis—if mailing the form, contact your supervisor by phone immediately after your doctor visits to advise him/her of your work status and next appointment date; 2) call in for a substitute if needed; 3) complete and turn in timesheets by the established deadlines; 3) do not enter PVSD sites during your work hours other than to drop off work status notices and timesheets; 4) do not perform any work, including emails and checking voicemail.
6. **Time Sheet:** Record time off authorized by a physician as “WC”. Any portion of a day recorded as “WC” is counted as a day of industrial leave (does not mean you can take the full day off work); refer to your union contract or Merit System Handbook for number of days per injury you are entitled to. Contact the Employee Benefits Specialist for specific information about coordination of workers compensation leave and benefits with other leave.

### Contacts for Questions:

Workers' compensation administrators: Athens Administrators, PO Box 696 Concord, CA 94522; (747) 222-8000.  
PVSD Employee Benefits Specialist: Marce Arce, (805) 389-2100 ext 1164 [marce@pleasantvalleysd.org](mailto:marce@pleasantvalleysd.org)

***BE CAREFUL AND TAKE CARE OF YOURSELF - YOU ARE PVSD'S MOST IMPORTANT ASSET!***

