

Worker's Compensation Initial Check List

1. Injured employee notifies Supervisor and campus nurse to begin the worker's comp process.
2. Injured employee must complete the Worker's Compensation Injury Report packet located on the district website. www.raymondvilleisd.org
 - a. Departments
 - b. Business Office
 - c. Forms
 - d. Worker's Compensation Injury Report
3. Campus notifies and provides Worker's Compensation Injury Report packet to the administration office.
4. Administration office MUST receive statement of injured form in order to complete the Health Care Provider Injury Form which is provided to the employee in order to see the doctor.
5. Administration office employee will provide the Health Care Provider Injury Notification Form to the injured employee.
6. Attending physician must accept worker's compensation claims. The Health Care Provider Injury Form is intended to be used for employee's initial visit to treating doctor/pharmacy. They must keep the Health Care Provider Injury Notification Form with them at all times.

If you have any questions, please contact Krystal V Romo-Tagle at extension 4106.