Rosemead School District

EMPLOYEE WORKPLACE INJURY REPORTING PROCEDURES FLOWCHART

DOES THE INJURY REQUIRE EMEGENCY SERVICES?

NO

IS TREATMENT REQUIRED?

YES

Medical treatment is provided by:

Concentra Irwindale
15768 Arrow Hwy.
Irwindale, CA 91706
626-969-9800

Kaiser On the Job
12801 Crossroads Pkwy.
City of Industry, CA 91746
562-465-4357

*Only if any employee has **a pre-designated physician form completed prior to incident** may the employee receive treatment from that physician.

NO

If the employee is only reporting a workplace incident and does **not** want to seek medical care. ***The full Workers Compensation packet must still be completed, submitted to Admin Svcs.***

Then, no further action required.



YES

Call 911 & Notify Admin. Services immediately to determine if OSHA notification is required.
Proceed to "Is Treatment Required? – YES"

If the employee receives treatment, complete the following forms included in the Workers Compensation packet:

- DWC-1 Worker Compensation Claim Form
- Treatment Referral Form
- Clinic Referral Form: Concentra or Kaiser
- Employee Injury/Illness Report
- Supervisor Injury/Illness Report

SEND FORMS TO ADMIN. SVCS WITHIN 24 HRS. OF REPORTING INJURY.

ADDITIONAL INFORMATION

Doctor's Notes and Follow Up

- Upon employee return to work, send doctor's note to Admin. Services Department.
- If the employee has **no work restrictions**, employee may return to regular work schedule.
- If the employee **does have work restrictions**, the employee must meet with the HR Coordinator to discuss return to work prior to their returning to the work site.
- It is the employee's responsibility to promptly report his/her/their work status to their supervisor and Admin. Services/Human Resources Department.

Please note that it is the goal of the Rosemead School District for employees who are injured on the job to receive necessary medical care in order to recover quickly and return to their usual job duties.

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