IMPORTANT INFORMATION FOR INJURED EMPLOYEES

REV 7/26

- **Report the Injury.** If you have not already done so, report the injury or illness to your supervisor. Reporting promptly helps prevent problems and delays in receiving benefits, including medical care.

- **Complete Appropriate Forms.**
    - Benefits Specialist will provide employee with a claim form for Workers' Compensation Benefits (DWC-1). This is a request for workers' compensation benefits. Employee must complete the employee section of this form (numbers 1-9) and return it to the Benefits Specialist as soon as possible.
    - An Athens Administrators representative will contact the employee to obtain additional information regarding the injury and to explain the workers' compensation process. The claims representative will also provide employee with additional paperwork that must be completed and returned to Athens Administrators promptly.

- **Provide Medical Status Report.** It is the employee's responsibility to provide Supervisor and Benefits Specialist with a copy of the doctor's medical status report after every appointment.

- **Return to Work.** The doctor's status report provides information on whether the employee can return to work and if there are any work restrictions. The District is committed in bringing employees back to work as soon as possible.

    - **Return to work without restrictions –** If employee is released by the physician to return to regular duties without limitations, they must obtain a written release from the physician to return to full duty. The employee must provide this clearance to Supervisor and Benefits Specialist prior to the date of return.
    - **Return to work with restrictions –** If the physician releases employee to modified or light duty work, Supervisor, Benefits Specialist, and/or Human Resources will review the work restrictions and work together with employee and their department to determine if temporary modified or alternative work is available.

- **Keep All Medical Appointments.** Employee is expected to keep medical and therapy appointments or promptly notify the medical facility and Supervisor of any schedule changes. Employee should maintain accurate records of visits to medical facilities and time away from work to assist with any wage adjustments. **After the initial medical visit, all future medical appointments must be made outside of work hours.** If employee needs to make a medical appointment during work hours, time will be deducted from sick leave.

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