IMPORTANT INFORMATION FOR INJURED EMPLOYEES

REV 9/26

- **Report the Injury:** If you have not already done so, report the injury or illness to your supervisor and call Company Nurse at 855-602-5267 using CVUSD code VCS11 for free triage service and medical facility referral, if applicable. Reporting promptly helps prevent problems and delays in receiving benefits, including medical care.
- **Complete Appropriate Forms:**
    - CVUSD's designated Workers' Compensation Officer (WCO) will provide employee with a claim form for Workers' Compensation Benefits (DWC-1), this is to request benefits. Employee must complete the employee section of this form (numbers 1-9) and return it to the WCO 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 examiner 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 the WCO with a copy of the doctor's medical status report after every appointment. Employee can share copies with supervisor, but are not recommended or required.
- **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 – I**f 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 WCO and inform Supervisor prior to the date of return.
    - **Return to work with restrictions –** If the physician releases employee to modified or light duty work; the WCO along with employee's Supervisor and/or Human Resources will review the work restrictions and work together with employee and their department to determine if temporary modified duties or temporary bridge assignment is available.
- **Keep All Medical Appointments:** Employee is expected to keep medical and therapy appointments or promptly notify the medical facility and WCO 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 after returning to work with or without restrictions, time will be deducted from sick leave. If employee sick leave balance has reached zero, employee may elect to use unpaid sick leave or vacation.
- **Employee Assistance Program:** All employees may access CVUSD's Employee Assistance Program for free, confidential help for everyday problems and questions, big or small 24/7. Visit anthemEAP.com enter conejousd to log in or call 800-999-7222.

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