

PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Reporting Work Related Injuries: 2020-2021

INJURED EMPLOYEE

1. Report all injuries, no matter how minor, to your **supervisor or an administrator** **immediately** upon the realization that the injury or illness is work related. Failure to report promptly will increase the cost of the incident due to possible penalties and additional administrative and investigation costs.
2. A supervisor or an administrator, with the injured staff will immediately call the **CareWorks 24-hour Nurse Hotline, 1-855-921-9517**. In the event that it is a 911 emergency the administrator or supervisor will make the call for the injured staff person.
3. If the work-related injury or illness is recognized on a weekend, evening or holiday, it must be reported to your supervisor or an administrator **immediately at the start of the next workday**. At that time the administrator and staff will contact the CareWorks 24-hour Nurse Hotline.
4. Any incident which caused a work-related injury must be reported even if no medical treatment was rendered at the time. A Supervisor Accident Investigation Report (SAIR) is to be completed by the supervisor or an administrator and submitted to the Workers Compensation Clerk at the District Office, Monica Silva 805.769.1000 msilva@pasoschools.org.
5. Provide your supervisor with the details of the incident and the nature of the injury.

If an injury has been communicated to the supervisor and or an administrator but no report has been created, contact Workers' Comp Clerk to seek direction to start a call into CareWorks.

MEDICAL TREATMENT

First Aid for minor injuries such as cuts, scratches, or splinters may be administered at the worksite by an appropriate trained individual.

Injuries which require medical care by a physician:

1. After calling CareWorks an **AUTHORIZATION TO RENDER MEDICAL CARE AND RETURN TO WORK EVALUATION form** will be started by CareWorks and shared with the designated medical facility which will provide a medical evaluation to the injured employee. If a medical emergency exists, forms can be completed following medical care.
2. Immediately after medical care has been rendered by the physician, **you must return all appropriate medical paperwork to the District Workers' Compensation Clerk**, including your Return To Work status.
3. The Workers' Compensation Clerk will provide the injured employee an authorization to fill the first prescription requested by the physician without out-of-pocket expenses.

4. The Workers' Compensation Clerk will provide the injured employee with an EMPLOYEES CLAIM FOR WORKERS COMPENSATION BENEFITS (Form DWC-1).
5. The injured employee will complete the "employee" section of the DWC-1 form (*if you want to file a claim for workers' compensation benefits*) and return it to WC Clerk as soon as possible to avoid delays in treatment.

RETURN TO WORK

1. Following medical care from a physician, return the AUTHORIZATION TO RENDER MEDICAL CARE AND RETURN TO WORK EVALUATION form to the Workers Compensation Clerk. This should be done *immediately following medical care* or the **start** of the next workday.
2. If you are unable to return the form personally to the Workers' Compensation Clerk because of the injury, transportation problems or inability to email, you must contact the WC Clerk by phone as soon as possible.
3. If your Return To Work indicates Work Restrictions, DO NOT RETURN TO WORK, speak with the Workers Compensation Clerk first. It is possible that you may need an Interactive Dialogue meeting with Human Resources, the WC Clerk will arrange a meeting to discuss and assess Return to Work accommodations.

FRAUD

Any person who files or contributes to the filling of a false workers' compensation claim is committing a crime punishable by a prison sentence and/or a penalty fine. Fines can up to \$150,000 and imprisonment up to five years. You can report possible cases of fraud to your supervisor or administrator or completely anonymously by contacting We Tip at (800) 78-CRIME or www.wetip.com.

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