

- **Report the Injury to your Supervisor.** Report any workplace injury or illness to your Supervisor immediately. Reporting promptly helps prevent problems and delays in receiving benefits, including medical care.
- **Get Medical Treatment.** For emergencies call 9-1-1 from a district phone or cell phone.
- **Call Company Nurse (855) 602-5267 Search Code: VCS11.** Call Company Nurse for all injuries as they provide the initial injury triage, offers care advice and initiates the injury reporting process. If referred for medical treatment, you will be referred to an occupational medical facility within our Medical Provider Network (MPN). If you have predesignated a doctor with Human Resources, you may seek treatment with that doctor. **After the initial medical visit, all future medical appointments must be made outside of work hours.**
- **Complete Appropriate Forms.** Your Supervisor must complete the *Supervisor's Report of Accident*. If medical treatment is provided, Risk Management will provide you with an Employee's Claim for Workers' Compensation Benefits (DWC-1). This is a request for workers' compensation benefits. Complete the Employee section of this form (numbers 1-9) and return it to Risk Management as soon as possible.
- **LWP Claims Solutions.** Risk Management will report the claim to LWP Claims Solutions, the District's Third Party Administrator (TPA), who will handle the District's workers' compensation claims. A LWP claim representative will contact you to obtain additional information regarding the injury and to explain the workers' compensation process. The claims representative will also provide you with additional paperwork to complete. Please complete and return any information requested by LWP Claims Solutions promptly.
- **Provide Medical Status Reports.** After all medical treatments, it is the employee's responsibility to provide their supervisor with a copy of their doctor's medical status report after every appointment. A copy of the status report must be provided to Risk Management.
- **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 you are released by the physician to return to your regular duties, without limitations, you must obtain from the physician a written release to return to full duty. The employee must provide this clearance to their Supervisor and Risk Management prior to the date of return.
  - **Return to work with restrictions** – If the physician releases you to modified or light duty work, your Supervisor, Risk Management, and/or Personnel Services will review the work restrictions and work with you and your department to determine if temporary modified or alternative work is available.
- **Participate With the Accident Investigation.** The cause of the injury needs to be determined by a thorough investigation to identify and locate any accident causes.
- **Keep All Medical Appointments.** You are expected to keep medical and therapy appointments or promptly notify the medical facility and your Supervisor of any schedule changes. You should maintain accurate records of visits to medical facilities and time away from work to assist with any wage adjustments.

**Risk Management Contacts:**

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