



MERCED COMMUNITY COLLEGE
Office of Human Resources

Workers' Compensation Program Procedures

Step 1: REPORT THE INJURY IMMEDIATELY

Report the injury immediately to your management supervisor. All Industrial Injuries/Illnesses must be reported to make sure that the injured employee receives appropriate care.

The supervisor will conduct an accident investigation to determine causes and implement corrective action to prevent further occurrences and submit a complete Supervisor Accident Investigation Report to Human Resources within 7 working days of occurrence.

Emergency: In all life-threatening emergencies, **call 911** then notify Human Resources.

Non-emergency: The supervisor will give the employee the number for **The Company Nurse** (877-854-6877). Company Nurse will take the mechanism of the injury over the telephone; assess the severity of the symptoms or complaints and direct medical treatment if necessary. After receiving medical care, it is essential that the employee bring the medical work status slip to Human Resources.

Step 2: OBTAIN EMPLOYEE'S WORKERS' COMPENSATION FORM (DWC 1)

During normal business hours, Human Resources will provide the employee with the DWC 1 benefits form. The employee will take this form with them to the medical treatment facility. If no treatment is needed at this time, the employee will keep the copy in the event of a need for future treatment for this injury.

Treating Physician: An injured employee will be referred to a District physician unless he/she has designated a personal physician by submitting the Pre-Designation of Physician form. This designation must be on file in the District's Human Resources Office prior to an injury/illness ("Personal Physician" is defined as the employee's regular physician and/or surgeon, who has previously directed the medical treatment of the employee, and who retains the employee's medical records, including his or her medical history). To request one of these forms, please call the Human Resources Office at extension 6479.

A personal physician must agree to be pre-designated. To protect the employee, it is recommended that the above-described form be on file with the Human Resources Office in order to avoid any disputes.

After beginning treatment, it is the responsibility of the employee to regularly obtain physician (medical) notes and to communicate the status of the injury/illness and treatment progress immediately to the Human Resources Office. Failure to do so may affect the status of the claim.

Step 3: OBTAIN RETURN TO WORK RELEASE

Prior to returning to work, copies of all medical documentation must be provided to the Human Resources Office including the "Release to Return to Work". The "Release to Return to Work" needs to state a return with/without restrictions.

If the injured employee is not cleared to return to work or has work-restrictions from the treating physician, he/she will need to be cleared prior to returning to work by that physician and the Human Resources Office. The physician must document time off for any work injury. This includes doctor's appointments and/or physical therapy appointments if applicable.

If the injured employee is released to return to work with restrictions, the Human Resources Office staff will review that information received from the doctor with the supervisor to determine if appropriate work is available.

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