

REPORTING A WORK INJURY AND SEEKING TREATMENT

Emergency (blood loss, unconscious, etc.)

- ♦ Call 911
- ♦ Call/Text Eliana Diaz (714) 909-4627 or Rosa Hernandez (562) 276-3551 to notify about the incident
- ♦ After the employee has been transported, please ensure you complete all required reporting following the non-emergency documentation procedure (see below)

Non-Emergency

Employees who want to seek medical treatment, please do the following:

- ♦ Employee needs to complete the **Employee Accident Report**
- ♦ Employee needs to complete the **DWC1 Form**
- ♦ Give employee directions to **Akeso Occupational Health Clinic**
- ♦ Complete the **Authorization for Examination of Treatment form** for Akeso Occupational Health Center
- ♦ Provide the **Temporary Prescription Form** for prescribed medication
- ♦ Submit Employee Accident Report and DWC1 form to Risk Management **within 24 hours or one business day of injury/illness**
- ♦ Risk Management will confirm if the employee will be able to return to work for the next schedule shift, make any arrangements for modified duty (if possible), or if the employee is not able to return to work
- ♦ Risk Management will coordinate with the manager to determine when an employee should be paid for the date of injury or illness, particularly if the employee is unable to complete their scheduled shift
- ♦ Managers complete the **Accident Investigation Form** sign and turn it into Risk Management **immediately**

REPORTING A WORK INJURY AND NOT SEEKING TREATMENT

- ♦ Employee needs to complete the **Employee Accident Report**
- ♦ Managers complete the **Accident Investigation Form** and turn it into Risk Management
- ♦ Return Employee Accident Report and Accident Investigation forms to Risk Management **within 24 hours or one business day of injury/illness**
- ♦ Submit the Employee Accident Report and Accident Investigation form to Risk Management within 24 hours or one business day of injury/illness
- ♦ Risk Management will coordinate with the manager to determine when an employee should be paid for the date of injury or illness, particularly if the employee is unable to complete their scheduled shift

Questions or Need Information?

562-985-8009
eliana.diaz@csulb.edu

THANK YOU



Managers, please make sure all forms are filled out correctly since time is critical when reporting these incidents to our insurance company.