

INJURED AT WORK?

WHAT ARE YOUR RESPONSIBILITIES?

EMPLOYEE RESPONSIBILITIES:

What to do if you, the employee, are injured at work

- Inform your supervisor immediately.
- Complete an Employee Incident Report (on web site or pick up in any school office).

If no **MEDICAL** attention is needed, stop here!

What to do if you need to go to a medical provider

- Inform your supervisor you are seeking Medical attention right away.

Contact NEW ESD 101 at 509.789.3516 **IMMEDIATELY** to:

- Report the incident has occurred.
- Provide details of the incident to the claims staff.
- Obtain a claim number.

What to do at the medical provider's office

- Inform the medical provider that this is a work related incident.
 - Provide the medical provider with your claim number.
- If you do not have a claim number, call NEW ESD 101 from the provider's office to obtain one.

Instruct the medical provider to forward all information

to: NE WA Workers' Compensation Coop.
4202 South Regal Street
Spokane, WA 99223-7764
Phone: 509.789.3516 FAX: 509.789.3780

- Complete the Physician's Initial Report (PIR-provided by the doctor).
- DO NOT** file an L&I State Fund claim form at the provider's office.
- Obtain a note with your work status from the attending physician.
- Schedule a return appointment, if needed.

What to do after each medical provider visit

- Call NEW ESD 101 at 509.789.3516 to report your return to work status.
- FAX your return to work status note to NEW ESD 101 within 24 hours (FAX to 509.789.3780).
- Report your return to work status to your supervisor within 24 hours.
- Provide your supervisor with a copy of your work status note.

SUPERVISOR RESPONSIBILITIES

What to do if an employee is injured at work

- Investigate the accident site immediately.
- Have the employee complete an Employee Incident Report (on website or pick up in any school office).
- Complete Part 2 of the Employee Incident Report.
- FAX the report to NEW ESD 101 at 509.789.3780.
- Send the completed Employee Incident Report to the district office.

If no **MEDICAL** attention is needed, stop here!

What to do if the employee needs to go to a medical provider

- Provide the employee with a copy of the What To Tell The Medical Provider (on back of this sheet).
- Have the employee contact you immediately after the doctor visit.
- Require the employee to provide you with a copy of the return to work status note within 24 hours after EACH doctor visit.
- Contact NEW ESD 101 at 509.789.3516 immediately to:
 - Report the employee has gone to a medical provider.
 - Provide details of your investigation to the claims staff.

What to do after the employee returns from the doctor's office

- Review the return to work status note to understand if there are restrictions and if there is light or modified duties available.
- FAX the note to the NEW ESD 101 Workers' Compensation Claims Department at 509.789.3780.
- Contact NEW ESD 101, at 509.789.3516, immediately to:
 - Report the employee has returned to:
 - full regular work without restrictions, OR
 - working regular hours and wage within the restrictions, OR
 - light modified work within the restrictions, AND report the:
 - start date, scheduled hours
 - wage, description of light modified duties
- Report the above information to the central district office contact person.

WHAT TO TELL THE MEDICAL PROVIDER

WHAT TO DO IF YOU NEED TO GO TO A MEDICAL PROVIDER

Inform your supervisor you are seeking medical attention right away.

Contact NEW ESD 101, at 509.789.3516, immediately to:

- ✓ Report the incident as occurred
- ✓ Provide details of the incident to the claims staff.
- ✓ Obtain a claim number.
- ✓ NEW ESD 101 will send you an SIF2 claim form to complete.

WHAT TO DO AT THE MEDICAL PROVIDER'S OFFICE

Inform the medical provider that this is a work-related incident.

Provide the medical provider with your claim number. If you do not have a claim number yet, call NEW ESD 101 from the provider's office to obtain one.

Instruct the medical provider to forward all claim information to:

NEW ESD 101 Workers' Compensation Claims Department
4202 South Regal Street
Spokane, WA 99223-7764
Phone: 590.789.3516 FAX: 509.789.3780

Complete the Physician's Initial Report (PIR – provided by the doctor)

DO NOT file an L&I State Fund claim form at the provider's office.
Obtain a note with your work status from the attending physician.
Schedule a return appointment.