In the case of a severe injury please call 911

GCCCD

Workers' Compensation Claim Process

In the case of a severe injury please call 911

Employee notifies Supervisor or HR of a potential work-related injury

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Employee calls Company Nurse to triage injury

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Company Nurse notifies HR of employee injury for review

→ Employee chooses home care options for treatment

→ Injury is classified as First Aid only

→ No worker's compensation claim is filed, but injury is recorded

The process may differ if the injury claim is delayed

→ Employee proceeds for medical evaluation

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Worker's compensation claim needs to be filed

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HR provides injured employee with:

- **DWC 1**
- **5020 Report**
- **WellComp MPN information**

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After HR receives employee's completed DWC 1, and Accident Report; then HR finishes completing **5020** (electronically filed with York)

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If appropriate, HR will notify Safety and Insurance Services of potential safety issue

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HR gathers following information for York:

- **Wage statement**

*Time off may be counted against FMLA/CFRA entitlements. Check FMLA/CFRA eligibility first. If claim is in delayed status, recommend not counting as FMLA/CFRA until claim accepted.

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Modified Duty Restrictions (if applicable) – Supervisor/HR evaluate employee medical restrictions.

Yes:

- List restrictions
- Date(s) of restrictions
- Modified Duty is available for a maximum of 90 calendar days

*No:

- Time off counts against 60 days of Industrial Injury/Illness Leave
- See Counting Time Matrix for details on pay