

RISK MANAGEMENT DIVISION
WORKER'S COMPENSATION PROGRAM

ON-THE-JOB INJURY CHECKLIST

If an injured employee seeks medical attention they must fill out a **Self Insurer Accident Report (SIF-2)**. An employee has 12 months after an injury to file a worker's compensation claim. If an employee is injured and does not seek medical attention, please fill out the "**Supervisors Accident Investigation Report**" form **only**.

Day of Injury:

- The **employee** must report the injury to his/her supervisor/or their designee immediately.
- The **supervisor** contacts the Risk Management Specialist (3475) and the department payroll clerk to inform them that the employee is injured and will or will not have time loss.
- The **supervisor** provides the Worker's Compensation packet to employee to complete prior to going to the health care provider. If the employee is unable to complete the forms due to the nature of the injury, the forms must be sent to the employee to fill out immediately. **It is the supervisor's responsibility to make sure the Self Insurer Accident Report (SIF-2) form are completed and submitted to the Risk Management Division within 24 hours.**
- The **employee** takes the pink copy of the Self Insurer Accident Report (SIF-2) form, Physicians Initial Report, Release for Work Authorization, and Physical Capacities forms to their medical care provider. **(The pink copy of the SIF-2 form is for the employee's records and should not be left with the medical care provider).**
- The Supervisor's Accident Investigation Report should also be sent to the Safety Office the same day the injury is reported.
- If the employee is given time-loss by the physician, the Injured Employee Pay Acknowledgment 4-part form must be sent to the Risk Management Specialist (M/S 610) and the department payroll clerk immediately.
- The **department payroll clerk** must complete a PRC if the employee is off work due to an on-the-job injury. If the employee has restricted or light duty and is not being paid the current wage, send a copy of the PRC to the Risk Management Specialist for loss of earning power requirements.
- If the **employee** is performing light duty at a reduced wage, the **employee** is responsible to send a copy of the weekly time sheet to the Risk Management Specialist. It is the **employee's** responsibility to maintain contact with their supervisor, the Third Party Administrator and the County's Risk Management Specialist as to their return to work status.

Return to Work Program:

- The **supervisor must** make sure the employee brings in an "**Attending Physicians Form (APF)**" form. **The employee is not permitted to work without a release from the health care provider.**
- Fax a copy of the "**Attending Physicians Form (APF)**" form to the Risk Management Specialist in the Risk Management Division (3499). Send original to Risk Management Division M/S 610.
- The Risk Management Specialist collaborates with supervisor regarding any restrictions outlined by the doctor for **immediate placement in a light duty position**. If light duty in the employee's department is not available the employee will **receive a light duty assignment in another department** until the restrictions are removed.
- The **department payroll clerk** must complete a PRC indicating that the employee is returning to work.

EBERLE VIVIAN MANAGES ALL COUNTY WORKERS' COMPENSATION CLAIMS