

HOW TO REPORT NEW CLAIMS (FOR SUPERVISORS)

Each Employee is responsible for immediately reporting their workplace injury/illness to their Supervisor. **Items in red denote action items that the Supervisor is directly responsible for completing.**

- **If an EMERGENCY, DIAL 911, for the Employee to be transported, then call Company Nurse at 1(888)375-9779 and give CODE "CSIG".**

NOTE: Supervisor must contact the District's Human Resources Department for any serious injuries. Employers in CA must report serious work-related injuries/illnesses within 8hrs of learning of it, that result in death, require hospitalization for more than 24hrs for other than medical observation and/or involve the loss of a body part of a serious degree of permanent disfigurement to Cal OSHA American Canyon Office at 707-649-3700.

- **If it is not an emergency, the Supervisor assists the Employee with the call to Company Nurse. Dial 1 (888) 375-9779 and give CODE "CSIG" for the employee to report the injury. This should be done before the Employee leaves the premises. Company Nurse will determine:**
 - A. **First Aid Advice Only** – The Nurse obtains information about the incident through the medical triage process and will provide medical advice, which the Employee is to follow. The Employee may return full time to their regular position. If the medical situation worsens or does not improve, the Employee is to call back **Company Nurse** for appropriate medical referral.
 - B. **Medical Referral** – If the Nurse determines medical treatment is needed, they will offer a Telemedicine Physician visit if appropriate or refer the Employee to your District's designated Occupational Medical Facility (unless the Employee pre-designated their personal physician prior to their injury).
- Company Nurse transmits Supervisor's Report of Injury and Accident Investigation Form to District Claims Coordinator. District Claims Coordinator reviews the Supervisor's Report of Injury Form, completes any fields with missing data (i.e. wages, occupation, etc.)
- District Claims Coordinator emails the pre-populated Accident Investigation Form to the Supervisor. **Supervisor conducts the Accident Investigation (with input from the Employee if needed), reviews and completes all blank fields of the Accident Investigation Form, then emails or faxes the form back to their District Claims Coordinator.**
- Employee returns copy of Work Status Slip after each medical appointment to District Claims Coordinator:
 1. Release to full duty
 2. Released with Work Restrictions or limitations
 3. No release to work – remain off work
- **If work restrictions apply (for all employees, excluding Substitutes or Volunteers):**
 - The District Claims Coordinator will work with the Supervisor to either modify the Employee's usual job or provide a **Temporary Work Assignment**, if possible, completing the **Temporary Work Agreement for Work Related Injuries** and reviewing same with the Employee. The District Claims Coordinator will also provide this documentation to the Site Supervisor, who will conduct orientation prior to the Employee beginning a Modified or Temporary Work Agreement.