

GCCCD

District Employment Services

QUICK REFERENCE

Guidelines for Worker's Compensation Claims

General Information

The following was developed to assist with general information regarding filing a worker's compensation claim correctly.

STEP 1: Assess the Situation

- If the injury is an emergency, Call Public Safety at ext. 7654 to send the employee to the hospital or call 911. Call Employment Services and Company Nurse* to report the injury.
- If the injury is not an emergency, have the employee call Company Nurse for an assessment at 1-888-770-0929, and follow the next steps.

* *What is Company Nurse?*

Company Nurse is an injury hotline open 24 hours a day, 7 days a week, staffed by medical professionals and triage nurses. When injuries occur on the job, the injured employee and/or supervisor will report the injury to Company Nurse by calling the hotline number. Using medical expertise, the nurse will assess the injury over the phone and identify the right course of treatment. The injured employee will be referred to the most appropriate level of care, whether it's an ER, clinic, or simple first aid guidelines. During the call, the nurse will gather additional information to assist with the reporting process.

For more information: <http://companynurse.com/presentation.html>

STEP 2: Provide the employee with Required Forms:

1. [Employees Claim for WC](#)
2. [Employer's Report of Occupational Injury, Form 5020](#) (not required if Company Nurse is used)
3. [District Injury/Illness Report](#)
4. [MPN Pamphlet](#)

STEP 3: If Company Nurse recommends a referral to the industrial clinic, send employee to the following:

Sharp Rees-Steely Occupational Health Services
5525 Grossmont Center Drive
La Mesa, CA 91942
(619) 644-6600

STEP 4: After initial evaluation, request doctor's assessment paperwork from employee

The doctor will provide an appointment form indicating their assessment and any work restrictions.

STEP 5: Deliver claim forms and doctor's report to Employment Services

- Employment Services will help you determine if you are able to accommodate restrictions or assist with substitute options if needed.
- If restrictions are in place Employment Services can assist you with a Modified Work Agreement.

STEP 6: Monitor employee progress & compliance with restrictions. Notify Employment Services of any changes in condition or restrictions.