



## Workers' Compensation (WC) Claims Reporting

If an employee reports an injury or illness, the **Supervisor** must:

1. Instruct the employee to **immediately contact Company Nurse by calling (888) 770-0929**
  - a. Company Nurse will assess the injury over the phone and refer the injured worker to the most appropriate level of care
    - If the employee has pre-designated a personal physician, initial treatment will be sought by the designated Frontline Medical Providers (Kaiser on the Job, Concentra Urgent Care, Emeryville Occupational Medical Center) and the employee will follow-up with their personal physician
  - b. If Company Nurse does not recommend medical treatment:
    - Complete the "Supervisor's Report of Employee Injury" form. Send a copy to the Risk Management Department
  - c. If an employee is in need of immediate medical treatment, call 911
2. If the employee receives medical treatment or misses time from work, within one working day of knowledge of injury, provide the injured worker with the following forms which is located on the <http://web.peralta.edu/risk-management/workers-compensation-claims-employee-and-supervisor/>
  - Workers' Compensation Claim Form (DWC-1)
  - Wellcomp Medical Provider Network (MPN) Pamphlet
  - Mitchell First Fill Temporary First Prescription Card
  - Receipt of Workers' Compensation Information
3. Within one day of knowledge, the Supervisor must immediately compile facts regarding the incident, complete the "Supervisor's Report of Employee Injury" form and notify Carrie Burdick [cburdick@peralta.edu](mailto:cburdick@peralta.edu) at the Human Resources and Risk Management with a copy to Roysl Roberts, Risk & Safety Programs Manager at [rroberts@peralta.edu](mailto:rroberts@peralta.edu)
4. Once the employee returns the DWC-1 form, the Supervisor and/or Risk Management must complete the employer section of the form and return a copy to Carrie Burdick at Human Resources and Risk Management. If the "Supervisor's Report of Employee Injury" was not previously submitted it should be included with the DWC-1
5. Employer's Report of Occupational Injury or Illness, Form 5020
  - a. Within two days, Carrie Burdick at Human Resource and Risk Management will complete the form 5020 and report the claim to York
6. Risk Management will forward DWC-1, work status reports from the doctor, wage statement, and form 5020 to York Risk Services
7. In the event of death or serious injury or illness, the Supervisor shall immediately notify Roysl Robert by calling 510-466-7264 and emailing [rroberts@peralta.edu](mailto:rroberts@peralta.edu), Risk & Safety Office, who will notify OSHA by calling 510-622-2916 or 1-800-321-6742.