

WORK RELATED INJURY / ILLNESS PROCEDURE

For Life Threatening Injuries – CALL 911 IMMEDIATELY

WITHIN 24 HOURS

EMPLOYEE

SUPERVISOR

Immediately report work related injury/illness to Supervisor. Obtain from Supervisor the Workers' Compensation Claim Form (DWC-1):

- ❖ **Incident Only:** Do not complete this form.
- ❖ **Seeking Medical Treatment:** Complete lines 1-7. Sign form and return to Supervisor immediately.

A representative from Sedgwick CMS, CSU's third party adjustor, will contact you to obtain additional information.

To obtain required forms, please go to the Workers' Compensation website at <http://hr.sdsu.edu/workerscomp/>. Upon notification of injury from employee, proceed as follows:

- ❖ Provide DWC-1 to injured employee. If you are unable to provide the Claim Form (DWC-1) to employee, please call 619-594-1144 immediately for mailing within 24 hours.
- ❖ Complete Supervisor's Report of Work-Related Injury/Illness Form.
- ❖ If employee is seeking medical treatment, review Employee section of DWC-1 for completeness. Complete Employer lines 9-18.
- ❖ FAX forms to the Workers' Compensation office at 619-594-4013.
- ❖ Copy forms for employee.

A representative from the Workers' Compensation Office and Sedgwick CMS, CSU's third party adjustor, will contact you to obtain additional information.

Does Employee Want To Seek Medical Treatment?

YES

NO

For emergencies, call 911 or Campus Public Safety at 619-594-1991.

ALL INITIAL TREATMENT*

SHARP REES-STEALY OCC MED

5525 Grossmont Center Drive
La Mesa, CA 91942
619-644-6600
Hours: M-F 8:00 a.m. – 5:00 p.m.

*Click here for a list of all authorized medical providers.

AFTER HOURS**

SHARP URGENT CARE

5525 Grossmont Center Drive
La Mesa, CA 91942
619-644-6600
Hours: Daily 8:00 a.m. – 8:00 p.m.

**Or the nearest Urgent Care/Emergency Facility

If employee requests to see a doctor at a later date, the employee must contact the Supervisor and submit signed DWC-1.

After Each Medical Appointment

Employee must use own leave accruals for follow-up doctor appointments

- ❖ Employee and Supervisor review Work Status Report.
- ❖ Supervisor will determine if restriction(s) can be accommodated. If not, contact the Human Resources Office.

**HAVE QUESTIONS OR
NEED FORMS?**

Please Contact:
Human Resources Office

**619-594-1144
619-594-4013 fax**