



# Weslaco Independent School District

## Risk Management Department



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## EMPLOYEE'S RESPONSIBILITIES FOR WORKERS' COMPENSATION CLAIMS

### I. REPORT/NOTIFY YOUR SUPERVISOR

- If you suffer a work related injury or incident you must report it to your administrator/supervisor **immediately**.
- If you are at a campus, go see the nurse for an assessment.
- Your supervisor or the nurse will complete a Report of Accident or Incident and notify the Risk Management office.
- You may also complete the Employee's Report of Accident or Incident.

### II. IF YOU REQUIRE MEDICAL ATTENTION

- If you need medical attention, you must take the Report of Accident or Incident to the Risk Management office. A *Medical Authorization* form will be provided to you so that you can seek medical treatment with a workers' compensation network doctor.
- If the injury is of an urgent nature (emergency), the supervisor or nurse will contact the Risk Management office and you will be taken straight to the clinic or hospital. The Report of Accident or Incident will be submitted to the Risk Management office after the emergency is attended.
- If you do not need medical attention, (record only) the Report of Accident or Incident can be faxed or emailed to the Risk Management office by your administrator/supervisor or the nurse. In this scenario, you do not need to go to the Risk Management office.

### III. AFTER EVERY DOCTOR'S VISIT

- Every employee is required to deliver the Work Status Report (*DWC Form-73*) which is completed by the doctor to the Risk Management office after every doctor's visit.
- Employees must keep his/her supervisor informed regarding all Workers' Compensation doctor visits.

### IV. EMPLOYEES OFF WORK

- If your treating doctor places you off work, the Risk Management office will notify your immediate supervisor.
- If you are off work for 5 business days, contact the Risk Management office regarding the Family Medical Leave Act (FMLA). If eligible, you will be placed on FMLA by the district.

### V. RETURN TO WORK

- Every employee, who seeks medical treatment for a work-related injury, must present a release from their treating physician prior to returning to work.
- If your treating doctor releases you to return to work with restrictions, every effort will be made by the District to accommodate the restrictions so you can return to work.