

## Employee Injury Action Checklist

### 1) Immediately Upon an Incident/Injury Occurring:

- Give employee a copy of the Medical Provider Network (MPN) Guide.
- Employee & Supervisor complete the Employee Verification of Receipt of DWC 1 & MPN Notice (**page A**).
- Employee completes the Request for Additional Medical Information & Release Form (**page B**).
- Complete the Physicians Referral Slip and send or take the form with the injured employee to a MPN approved medical facility.

### 2) After Sending Employee to Medical Facility:

- Keep in touch with the injured employee in order to obtain wellness status.
- Employee completes Injured Worker Accident Statement (**page C**).
- Supervisor completes the Supervisor's Report of Investigation (**page D**).
- All witnesses complete the Witness Accident Statement (**page E**).
- Claim Submission (**including** first aid claims):
  - Contact the treating medical facility to inquire if the incident can be treated as first aid; provide billing information if necessary.
  - Complete Form 5020; this form can be found on the member portal or may also be requested directly from Athens. Claims can be submitted to Athens via phone, fax, email, or the Athens portal. See document entitled "TPA Contact Information" for the Athens contact information to use when submitting a claim.
  - Supply employee with the DWC-1 Form. California law requires that the DWC-1 Form be given to the employee within 24 hours of the injury being reported to the employer. The injured employee needs to complete the Employee section, and an authorized person needs to complete the Employer section of the form. This form must be completed and submitted to Athens for all claims other than first aid.
- If applicable, return employee to work performing current job functions or provide modified work duty for employee based on medical provider restrictions. If unable to provide modified duty, contact the adjuster to place the employee in the REA program.

### 3) 24 Hours After Incident/Injury Occurs:

- Contact medical provider regarding work status of employee. Offer employee modified positions that follow all work restrictions. Return employee to full duty as soon as possible.
- If you are not contacted by an adjuster within 48 hours, please notify Athens.
- Request that the injured employee physically submit work status reports to a supervisor after **each** doctor's visit.

**\*Note:** Remember to keep open communication with the employee throughout the **entire** claims process regarding their wellness and any change in wellness status. Report all updates to the claims adjuster immediately.