INCIDENT/INJURY FLOWCHART

Employee Reports a Work Related Injury/Illness

Injury Did Not Result In A Visit To A Doctor And/Or A Missed Full (1) Day Of Work

Classified as an "Incident" Report

Supervisor gives employee "Employee’s Report of Incident Only" form.

Employee completes form describing the injury/illness,
• Submits to supervisor within 24 hours

Supervisor investigates accident and completes the Supervisor's Report, form RM-39. Additional info is submitted in memo form.
• Supervisor retains form until follow-up

Two days after the reported illness/injury the supervisor contacts the employee and checks his/her status.

If employee has seen a doctor or has had time as result of the illness/injury, supervisor begins the injury/illness workers' compensation procedure.

If the employee has not seen a doctor or missed time due to his/her injury/illness no action is required. Supervisor submits RM-39, additional memo, if one exists, and the Employee’s Report of Incident Only form to payroll clerk.

If the employee misses ANY work time as a result of an on-the-job injury, the employee must provide doctor’s authorization for lost time to his/her supervisor.

Injury Did Result In A Doctor’s Visit And/Or A Missed Full (1) Day Of Work

Classified as an "Injury Claim"

Supervisor notifies Payroll Clerk immediately.

Supervisor within 24 hours of knowledge of injury/illness, completes lines 11, 12 and initials line 16 of DWC-1 form (makes and retains a photocopy) and provides Notice of Potential Eligibility form.
• Form given to employee immediately

Employee begins DWC-1. Completes lines 1-8 (keeps the goldenrod copy).
• Form returned to supervisor immediately

Employee completes & signs Medical Authorization Form.
• Submits form to their supervisor immediately

Supervisor completes the DWC-1, lines 9-16. (gives employee the pink copy).
• Submit to payroll clerk immediately and includes the signed Medical Authorization Form

• Submit to payroll clerk immediately

FOLLOW-UP RESPONSIBILITIES

EMPLOYEE

Supply supervisor with documentation having to do with injury/illness. This includes: Recommendations for time off; Authorization to Return To Work; Work Restrictions; Any Medications that could have an effect on employee's ability to work safely.

Employee is responsible for keeping his/her supervisor informed of his/her work status. This includes notifying supervisor of the return to work date.

SUPERVISOR

Notify payroll clerk immediately of any missed time by the employee due to the injury/illness
NOTIFY PAYROLL CLERK IMMEDIATELY OF ALL "LEAVES FROM", AND "RETURNS TO" WORK.

Supervisor maintains contact with the absent employee at regular intervals. Supervisor updates payroll clerk of the employee's status.

* The day of the injury does not count as a MISSED day. It should be coded REG on the employee's timesheet.
DWC-1 Employer’s Claim for Workers’ Compensation Benefits (State Form).
RM-39 Supervisor's Report on Employee’s Workers’ Compensation Claim

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