

Instructions for Injured Employee

If you are injured at work:

All injuries and illnesses must be reported to your supervisor before the end of the work shift during which the incident occurred, regardless of whether medical attention is necessary.

Minor injuries should immediately be treated with appropriate First Aid procedures on site. Reasonable precautions to prevent further complications are the responsibility of every employee. Failure to report an injury at the time it occurs is grounds for disciplinary action, up to and including dismissal.

Employees must call Company Nurse at 1-877-518-6702 reference search #NVS18 and report a workplace injury within 24 hours of incident.

If you need to see a doctor:

Notify your supervisor, call Company Nurse at 1-877-518-6702 reference search #NVS18, and follow the instructions as provided by Company Nurse. The nurse will then refer you to self-care, Pulse Urgent Care Center, your pre-designated physician, or the emergency room based on Company Nurse's assessment of the injury. An employee cannot seek medical treatment without authorization from the HRS office and must seek medical attention from Pulse Urgent Care Center or another provider in the Medical Provider Network in order for TCDE to accept responsibility for the injury and required medical bills. If it is an emergency please go straight to the emergency room.

Your appointments should be scheduled outside of your regular work hours, if possible, for Department efficiency and for least impact to program and children. Anderson Walk-in Clinic offers business hours from 8:00 a.m. to 5:00 p.m. and can accommodate walk ins. If you choose to seek medical attention during scheduled working hours, normal absence procedures should be followed and your sick leave will be deducted.

If the injury is not considered to be First Aid, you will be given a DWC-1 form to complete and return to HRS in order to be filed with our workers compensation insurance carrier for determination of acceptance, delay, or denial.

If you do not need to see a doctor:

The incident will be recorded by Company Nurse. If you decide you need medical attention at a later date, contact Company Nurse to obtain the appropriate medical authorization.

Please keep all scheduled appointments:

If you cannot keep an appointment, please call the HRS Department. Missed appointments may result in loss of benefits and your ability to participate in the return to work program.

Keep HRS and your supervisor informed of work status:

It is the employee's responsibility to provide a copy of your work status to the HRS Department immediately following every doctor visit. In addition, you need to provide a copy of the work status to your supervisor. If you are given work restrictions by your physician, they should clearly state what your limitations are. Be certain you understand these limitations and they are clearly written on your status report provided to the HRS Department and your supervisor so that you may discuss restrictions as necessary.

Return to work program:

TCDE's return to work program provides opportunities for injured employees to return to work with medical restrictions as outlined by the treating physician. An important part of recovering from an injury is return to work.

Transitional modified/alternate duties and/or changes in your work schedule require approval. The transitional modified/alternate duties will be allowed for 60 working days. The process is outlined below:

- Provide HRS and your supervisor with your treating physician's work status specifying your limitations.
- HRS will work with your supervisor to evaluate if modified duty within your position is available or if you will be placed in an alternate assignment on a temporary basis.
- You will be notified of the work options available to you.

Transitional modified/alternate duties will be terminated and the employee placed off work if one of the following occurs:

- The treating physician reports the employee should remain off work temporarily disabled.
- The employee's work restrictions can no longer be accommodated
- After working 60 working days of an alternate return to work assignment and the employee continues to require work restriction accommodations.
- The employee does not follow all the medical directives of his/her treating physician.

Important Notice:

"Workers' compensation fraud is a felony"—anyone who knowingly files or assists in the filing of a false workers' compensation claim may be fined up to \$50,00 and sent to prison for up to five years (Insurance Code section 1871.4)

If you have any questions, contact the HRS Department at 528-7388.