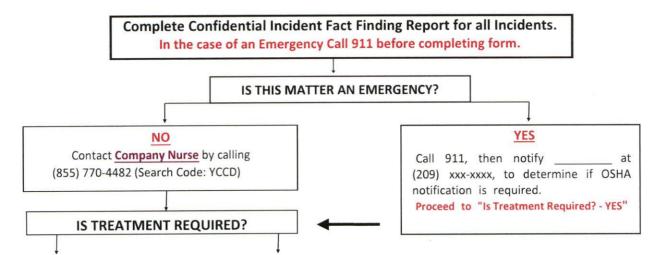


Employee Workplace Injury Reporting Procedures Flowchart



YES

If Company Nurse determines that medical treatment is required, a referral will be made by Company Nurse to the frontline provider:

Concentra - 140 E. Granger Avenue Ste 135, Modesto, CA 95350 (209) 575-5801 or Kaiser Permanente On the Job KPOJ - 4601 Dale Road 4th Floor, Modesto, CA 95356

NO

If the employee is only reporting a workplace incident and does not want to seek medical care or if Company Nurse indicates self-care. Complete Confidential District Incident Fact-Finding Report.

If employee receives treatment, the following No further action required. forms will be provided to the employee by the school site designee within 1 business day

of knowledge of injury/illness:

- DWC-1 WORKERS' COMPENSATION CLAIM FORM
- CHOOSING MEDICAL CARE FOR WORK-RELATED **INJURIES & ILLNESSES**
- MITCHELL FIRST FILL TEMPORARY PRESCRIPTION CARD

Human Resources will complete within two business days the Employer's Report of Occupational Injury and Illness Form online and will forward the completed DWC-1, work status reports from the doctor and wage statement to Athens.



ADDITIONAL INFORMATION

Doctor's Notes and Follow Up

- Upon employee's return to work, send doctor's note to Human Resources.
- If the employee does have work restrictions, please consult with Personnel Services to discuss the employee's return to work.
- It is the employee's responsibility to promptly report his/her work status to their supervisor and Human Resources.

Please note that it is the goal of Yosemite Community College District for employees who are injured on the job to receive necessary medical care in order to recover quickly and return to their usual job duties.