

DCTC Procedure 4.16.1 Worker's Compensation

Chapter x – General title for all policies and procedures in this category

Part 1. Purpose

- If an injury occurs, you need to report the incident to your supervisor and Health Services immediately. The nurse will complete a First Report of Injury and Accident/Incident Report Form (See Health Service Office) and give the reports to the Business Office.
- If your injury needs additional medical attention, your initial visit must be at Apple Valley Medical. You must inform the physician that this is a work-related injury, and have the physician fill out a Workability Report (See Health Service Office). This form must be submitted to the Business Office so your work restrictions can be tracked. It is also your responsibility to notify your Supervisor of any work restrictions you may have.
- If your injury causes lost work time, you must indicate on your leave slip (submitted with your timesheet) that you are using sick leave for the purpose of Workers Compensation. Any doctor visits are covered 100% by Workers Compensation. If your restrictions require you to be off work for a period of time, then Workers Compensation covers 2/3 of your pay. It is your option to use the remaining 1/3 as sick leave, vacation, or leave without pay. It is very critical that you indicate Workers Compensation on your leave slip. If you do not, any reimbursement from Workers Compensation will be delayed.
- Pending approval of your First Report of Injury, any and all medical treatments you receive must be followed up with a new Workability Report from your doctor. This must be turned into the Business Office and your supervisor after each doctor's visit.
- If the Department of Employee Relations/Workers Compensation Division approves your case, you will be eligible for mileage reimbursement. Any mileage and medical bills you may receive must be forwarded to your Workers Compensation Representative at: Comprehensive Managed Care.
- The Director of Human Resources is the Worker's Compensation Coordinator for DCTC. Her number is 651-423-8285

Related Documents:

- In policies yet to be touched folder
-

Procedure History:

Date of Adoption:

Last Revision Date: 05/30/2017

Date most recent procedure revisions go into effect: 05/30/2017

Date and Subject of Revisions:

05/30/2017 - Updated title and history