
INSTRUCTIONS & GUIDELINES FROM THE RISK MANAGEMENT OFFICE

PLEASE READ ALL INFORMATION ON THIS SHEET!

IF YOU ARE INJURED AT WORK:

Report to the Principal/Administrative Secretary or Supervisor immediately and you will be given the following form to complete and return:

State of California Claim form (DWC-1)

IF YOU NEED TO SEE A DOCTOR:

Please request a Medical Service Order. You cannot go to your own doctor or you will be responsible for any and all costs incurred. If you would like to choose your own treating physician, a pre-designation form must be on file with Risk Management prior to your injury.

IF YOU DO NOT NEED TO SEE A DOCTOR:

Please return the DWC-1 so that we can keep on file. If you need medical treatment at a later date, get a Medical Service Order from your Principal/Administrative Secretary and contact Risk Management.

KEEP ALL SCHEDULED APPOINTMENTS:

If you cannot keep an appointment, call Risk Management at 760.731.5406. Missed appointments may result in loss of benefits.

NOTE: Appointments (doctor, physical therapy, etc) should be scheduled outside of your regular work hours, when possible.

IF YOU WISH TO CHANGE PHYSICIANS:

You may change physicians once you have received the initial medical treatment as long as the new doctor is within the Medical Provider Network (MPN). If you have questions, please contact Athens Administrators (866) 482-3535.

KEEP RISK MANAGEMENT AND YOUR SITE INFORMED:

If you are given work restrictions by your physician, they should clearly state your limitations. Be certain you understand these limitations and they are clearly written on your status report.

RETURN TO WORK PROGRAM with PHYSICIAN PRESCRIBED WORK LIMITATIONS

The District's Return-to-Work Program provides opportunities for injured employees to return to work with medical restrictions.

- **Modified Duties and/or changes in your work schedule require approval before you can return to work:**
 1. Your Treating Physician specifies your limitations or work restrictions (ex: No lifting over 10 lbs.).
 2. Review them with your Site Administrator; in conjunction with Risk Management to coordinate approval.
 3. If your site cannot accommodate the restriction(s), Risk Management may move you to an alternate site.
 4. If you cannot comply with the duties as stated, you should call Risk Management to discuss your situation.

- **IF YOU ARE REFERRED TO A SPECIALIST OR OTHER PHYSICIAN:**

All referrals need to be approved by Athens Administrators. Once you have been referred to a specialist, that physician becomes your treating physician. If you are given a referral for physical therapy or other diagnostic appointments, please provide your site Administration Secretary with an appointment card showing the name of the facility and the date/time of your appointment(s).

PLEASE NOTE: *Any employee who is off due to a worker's compensation illness/injury is not allowed to be on any District property, except to bring paperwork to the Risk Management at the District Office.*

If you feel you need to go back to the doctors prior to any follow up appointments, please contact the Risk Management office to inform them. Sending yourself home or taking yourself off work will result in personal time being charged for the time off.