PROCESS WHEN INDUSTRIAL INJURY OCCURS

SUPERVISOR:
If injury is life threatening, call 9-1-1

SUPERVISOR:
With injured employee, immediately calls Company Nurse BEFORE injured employee seeks treatment. Within 24 hours of knowledge, gives WC Claim form (DWC-1) to EE. Provide EE with FACTS Brochure

SUPERVISOR – submits investigation of employee injury and witness forms to Dept HR and TPA

TPA – Within 14 days of knowledge/date of injury: Determines whether or not claim is compensable. If claim is delayed, determination is made within 90 days of knowledge/date of injury.

CLAIM APPROVED/ACCEPTED

EE RELEASED TO TEMP MOD DUTY (TMD)

SUPERVISOR:
Receives Work Status Report (WSR), submits to HR/WCL.

WCL/SUPERVISOR:
Determine temp mod availability and makes offer to EE.

WCL: If not released to full duty after 90 days, takes EE off work, sends notice to EE with copy to RMU and TPA.

EE OFF WORK/DISABLED

SUPERVISOR: Completes timesheet for absent EE. Obtains/Submits verification for all authorized time off. Maintains contact with EE.

WCL/SUPERVISOR: Depending on extent of the injury, EE may be off work for a long period of time. Continue monitoring and obtaining disability certification until deemed P&S or MMI

WCL: Reviews permanent restrictions, notifies operating department, meets with EE and conducts 30-60 day dept-wide job search and exploration of permanent accommodation of U&C job.

WCL: Begins Reasonable Accommodation Process-Countywide search.

HR: Schedules reasonable accommodation/job search with EE.

WCL: Discusses options – Disability Retirement and Resignation if no job found.

IF ACCOMMODATED OR JOB FOUND

HR/WCL: Sends permanent mod/alt offer to EE with copy to TPA and RMU.

JOB ACCOMMODATED AND DOCUMENTED

COUNTY JOB OFFERED

TRANSFER PAPER COMPLETED

IF NOT ACCOMMODATED OR NO JOB FOUND

WCL: Begins Reasonable Accommodation Process-Countywide search.

HR: Schedules reasonable accommodation/job search with EE.

WCL: Discusses options – Disability Retirement and Resignation if no job found.

NO COUNTY JOB OFFERED

EE or DEPT FILES FOR DISABILITY RETIREMENT