

Injured at Work?

What Are Your Responsibilities

EMPLOYEE RESPONSIBILITIES

WHAT TO DO IF YOU, THE EMPLOYEE, ARE INJURED AT WORK

- Inform your supervisor immediately
- Complete an Employee Incident Report
- *If no medical attention is needed, stop here*

WHAT TO DO IF YOU NEED TO GO TO A MEDICAL PROVIDER

- Inform your supervisor you are seeking medical attention right away
- Contact ESD 112, at 360-750-7504 or 1-800-749-5861 immediately to:
 - > Report the incident has occurred
 - > Provide details of the incident to the claims staff
 - > Obtain a claim number

WHAT TO DO AT THE MEDICAL PROVIDER'S OFFICE

- Inform the medical provider that this is a work related incident
- Provide the medical provider with your claim number. If you do not have a claim number yet call ESD 112 from the provider's office to obtain one
- Instruct the medical provider to forward all information to:

ESD 112 Workers' Compensation Claims Department
2500 NE 65th Ave, Vancouver, WA 98661-6812
Phone: 360-750-7504 or 1-800-749-5861
Fax: 360-750-9836
- Complete the Physicians Initial Report (PIR – provided by the doctor)
- DO NOT file an L & I State Fund claim form at the provider's office
- Obtain a note with your work status from the attending physician (a physician's assistant cannot sign a work status note)
- Schedule a return appointment

WHAT TO DO AFTER EACH MEDICAL PROVIDER VISIT

- Call ESD 112, at 360-750-7504 or 1-800-749-5861, to report your return to work status
- Fax your return to work status note to ESD 112 within 24 hours (fax to 360-750-9836)
- Report your return to work status to your supervisor within 24 hours
- Provide your supervisor with a copy of your work status note



SUPERVISOR RESPONSIBILITIES

WHAT TO DO IF AN EMPLOYEE IS INJURED AT WORK

- Investigate the accident site immediately
- Have the employee complete an Employee Incident Report
- Complete part 2 of the Employee Incident Report
- Fax the report to ESD 112 at 360-750-9836
- Send the completed Employee Incident Report to the district office
- *If no medical attention is needed, stop here*

WHAT TO DO IF THE EMPLOYEE NEEDS TO GO TO A MEDICAL PROVIDER

- Provide the employee with a copy of the What to tell the medical provider sheet (on back of this insert)
- Have the employee contact you immediately after the doctor visit
- Require the employee to provide you with a copy of the return to work status note within 24 hours after EACH doctor visit
- Contact ESD 112, 360-750-7504 or 1-800-749-5861, immediately to:
 - > Report the employee has gone to a medical provider
 - > Provide details of your investigation to the claims staff

WHAT TO DO AFTER THE EMPLOYEE RETURNS FROM THE DOCTOR'S OFFICE

- Review the return to work status note to understand if there are restrictions and if there is light or modified duties available
- Fax the note to the ESD 112 Workers Compensation Claims Department at 360-750-9836
- Contact ESD 112, at 360-750-7504 or 1-800-749-5861, immediately to:
 - > Report the employee has returned to:
 - 1) full regular work without restrictions, **OR**
 - 2) working regular hours and wage within the restrictions, **OR**
 - 3) light modified work within the restrictions, **AND**
- **Report the:**
 - > start date
 - > scheduled hours
 - > wage
 - > description of light modified duties
- Report the above information to the central district office contact person

WHAT TO TELL THE MEDICAL PROVIDER

WHAT TO DO IF YOU NEED TO GO TO A MEDICAL PROVIDER

Inform your supervisor you are seeking medical attention right away

Contact ESD112, at 360-750-7504 or 1-800-749-5861 immediately to:

- Report the incident has occurred
- Provide details of the incident to the claims staff
- Obtain a claim number
- ESD 112 will send you an SIF2 claim form to complete

WHAT TO DO AT THE MEDICAL PROVIDER'S OFFICE

Inform the medical provider that this is a work related incident

Provide the medical provider with your claim number

If you do not have a claim number yet, call ESD 112 from the provider's office to obtain one

Instruct the medical provider to forward all claim information to:

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Complete the Physicians Initial Report (PIR – provided by the doctor)

DO NOT file an L & I State Fund claim form at the provider's office

Obtain a note with your work status from the attending physician
(a physician's assistant cannot sign a work status note)

Schedule a return appointment