

WORKERS' COMPENSATION QUICK GUIDE

*****If emergency medical treatment is required, please contact emergency medical care for employee (Call 911 or 872-2589 Security Dispatch) then follow through with required reporting to HR Benefits Office at 872-3728*****

INSTRUCTIONS

- 1. Employee Incident Report** - with notification of an illness or incident, it is the responsibility of the employee/supervisor to complete and immediately submit the form to the HR Benefits Office:
 - If the employee is unavailable to complete the Employee Incident Report, the supervisor should complete the form.
 - Must be completed within 24 hours of the College's first notice of incident.
 - **FAX THE COMPLETED FORM IMMEDIATELY TO THE HR Benefits Office at 872-3810.**
- 2. Supervisor's Investigative Report** – supervisor should complete and fax to HR within 3 days of incident
- 3. Witness Statement** – should be completed by any witness(es) to incident and faxed to HR within 3 days of incident

***** IMPORTANT *****

Employee's/Supervisor's Responsibilities:

It is the employee's responsibility to contact HR to ensure WC claim (DWC-1) is completed and obtain medical authorization. Employee MUST report changes in medical status that affect ability to return to work to HR Benefits Office. Employee must keep HR updated after every physician visit on return-to-work status. Copy of Work Status Report (DWC-73) must be provided to HR.

FURTHER INFORMATION

Reporting an injury or submission of a claim form does not imply automatic approval of the claim. Claims are reviewed and approved by Attention – Claims Manager for Texas Mutual Insurance Company.

**For questions contact us at
hr_benefits@southtexascollege.edu**