

WC Claim Reporting Procedures

Palomar CCD

Claims Reporting

- **TIMELY** injury reporting
- **FOLLOWING PROPER PROCEDURES**

Claims Reporting

What to do if hurt on the job?

When to report the injury?

What are the benefits?

What type of work can I do while recovering?

What is Utilization Review?

What to do if I need help?

Claims Reporting

TIMELY Reporting Requirements:

Same day reporting is a MUST!

- Late reporting could result in delay or denial of benefits.



Reporting Criteria- What to do if injured on the job?

- Report the injury to your Supervisor/Human Resources as soon as soon.
- Report the injury as soon as possible, even if you do not required medical attention.
Declination form can be signed if no treatment is needed.
- Reporting promptly helps prevent problems and delays in receiving benefits.

Do I need to complete the DWC-1 (Claim form)?

- If medical treatment is needed in case of on the job injury, report the claim and complete the DWC-1 (Claim form)
- If no medical treatment is needed, report the claim and sign the declination of medical treatment form.

Proper Procedures

- Once injury reported, employer provides you a claim form and you will be referred to the Industrial Clinics, unless you have Pre Designation form on the file..
- At each doctor's visit send all medical slips immediately to the Workers' Compensation Coordinator.
- **Keep the line of communication open.**

What Kind of Medical Care?

- The State Division of Workers' Compensation is adopting the guidelines by the American College of Occupational and Environmental Medicine(ACOEM).
- Treatments are authorized based on ACOEM guideline.

Pre-Designation of Personal Physician

- In case of Work Related Injury:
- You have the right to be treated by your personal physician if you notify your employer in writing **prior** to the injury .
- If your personal physician meets the requirement and agreed in writing to be
- Pre-designated.
- If no pre-designation you will be treated by the designated WC medical provider.

Transitional or Modified Work

Palomar College has Transitional /Modified work available while recovering from the industrial injury.

Based on the restrictions provided by your treating doctor, you may be eligible to return to work on temporary basis

Utilization Review

- DWC utilization review
- **Utilization review.** Utilization review (UR) is the process used by employers or claims administrators to review treatment to determine if it is medically necessary.
- www.dir.ca.gov/dwc/ur_main.htm

Questions?

- For any questions, please call:
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