

MBAC 3-Step Work Related Injuries Process:

**All accidents must be reported to the Human Resources & Risk Manager
Form DWC-1 must be given to the employee for signature**

- Step 1:** Complete the following two forms:
- Employer's Report of Occupational Injury or Illness (Form 5020)
 - Workers' Compensation Claim Form & Notice of Potential Eligibility (DWC-1)
 - ✓ Employee must receive copy

- Step 2:** Send employee to the pre-designated facility:
- Sharp Rees-Stealy Downtown Occupational Medicine** (8am-5pm M-F)
Sharp Rees-Stealy Downtown Urgent Care (weekends & evenings)
Scripps Memorial Hospital La Jolla (after hours & emergencies)

- Step 3:** Contact the Human Resources & Risk Manager **immediately** to report the injury and forward the following documents to the HR department:
- Completed Employer's Report of Occupational Injury or Illness- Form 5020 (**within 24 hours**)
 - Completed Employee's Claim for Worker's Compensation Benefits- DWC-1 (**within 24 hours**)
 - Work Status Report from employee's physician (**within 48 hours**). Please forward subsequent reports immediately.
 - Completed Supervisor's Accident Investigation Form signed by the Employee, Supervisor & Director (**within 48 hours**).

In the event of a Fatal or Serious Injury/Illness, or anytime an employee's condition necessitates that they are transported to a hospital by ambulance, please contact Patty Rea, HR Director at (619) 594-3243 or cell (619) 504-4587 IMMEDIATELY.

PLEASE CALL 911 FOR ALL EMERGENCIES