

**An employee gets hurt and reports their injury.  
What to do next?**

Offer to send the employee to the doctor and open a Workers' Compensation claim.

Employee declines claim

Employee accepts claim

Complete the Employee Refusal of Medical Treatment Form and Supervisor's Accident Report. Forward both to the Contracts and Risk Management Coordinator.

**Step 1:** Complete the Workers' Compensation Claim Form & Notice of Potential Eligibility - DWC1. **(Employee only completes section 1.)**

**Step 2:** Send employee, with a copy of the DWC-1, to appropriate medical facility listed below.

**Step 3:** Full-Time staff completes the Employer's Report of Occupational Injury or Illness - Form 5020.

**Step 4:** Send both forms to Contracts & Risk Management Coordinator.

**Step 5:** When employee returns to work, complete the Supervisor's Accident Report and forward to Contracts & Risk Management Coordinator.

Remind the employee that they can choose to open a claim later if necessary and they should inform you should the injury become more serious or require attention.

Mon. - Fri.: 8:00am to 5:00pm  
**Sharp Rees-Stealy La Mesa Occupational Medicine**

Every day  
(Holidays and weekends included)  
**Sharp Grossmont Center Emergency Room**

**In the event of a Fatal or Serious Injury/Illness, or anytime an employee's condition necessitates transportation to a hospital via ambulance, please contact Patty Rea, Human Resources Director, at (619) 594-3243 or (619) 504-4587 (cell) IMMEDIATELY.  
PLEASE CALL 911 FOR ALL EMERGENCIES**