



Designated Doctor Program Check List
(To be performed annually)

- 1. Notice sent out to all employees and substitutes. Packet includes:
 - Employee Memorandum
 - Employee Pre-Designated Treating Physician Notification Form
 - List of Designated Hospitals & Clinics

 - 2. Double check that required postings are up in areas visible to all employees.
Postings include:
 - California “If A Work Injury Occurs..., Workers Compensation Benefits Include...”
 - Company Nurse on Call

 - 3. Filing of all documents relating to employee designations. Filing includes:
 - Employee Pre-Designated Treating Physician Notification Form
- NOTE: Keep the completed form in a separate file – it does not belong in the personnel file***
- 4. Send copies of all returned Employee Pre-Designated Treating Physician Notification Forms to LWP: PO Box 349016. Sacramento, CA 95834