



## Summary of Employer Notice/Filing Requirements For Workers' Compensation Claims

**First Aid Claims:** The District is permitted by statute to treat certain work-related injuries as a first aid claim. A First Aid Claim is defined as any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. The following pages in this manual include the Tuolumne JPA First Aid Policy and the First Aid Definition Pursuant to OSHA.

(NOTE: First aid claims do not require the completion of a Form 5020 or DWC-1. The employer refers the employee to the Company Nurse On Call line for care and reimburses the medical care provider directly. If the injury results in continuing care beyond what was originally expected or if prescription medications are dispensed, then the claim is converted to a workers' compensation claim. As a result, the employee completes a DWC-1 and the employer submits a 5020 Form.)

**Employer's Report of Occupational Injury Or Illness Form 5020:** must be completed when an occupational injury or illness results in "lost time" beyond the date of injury and/or requires medical treatment beyond "First Aid".

"Lost Time": Absence of work for a full day or shift beyond date of injury.

**This form must be submitted within 5 days of the employer's knowledge or notification.** A website link will be provided to the district by email from Company Nurse On Call. Once the 5020 has been completed at the website and "submitted", a completed 5020 will be emailed to LWP Claims Solutions, Inc.

**Employee's Claim For Workers' Compensation Benefits (DWC-1) Form:** Must be provided and processed as follows:

The form must be provided to the employee within 1 working day of receiving notice or knowledge of a work-related injury or illness;

- ⇒ To the employee personally
- ⇒ Sent by first class mail

Partially completed DWC-1 forms will be emailed by Company Nurse On Call to the District Contact. The District Contact will send the DWC-1 to the employee. Upon receipt of a completed form from the employee, the district must date the form, provide a copy to the employee and LWP Claims Solutions within 1 working day.