



5 Important Steps Of A WORKER'S COMPENSATION INJURY/ILLNESS

STEP 1



REPORTING AN INJURY/ILLNESS

When an injury occurs, the employee is responsible for reporting the injury or illness to their supervisor. A C1 & C3 must be completed, and if necessary, the employee should seek medical treatment at an occupational health facility for their injury or illness. All forms must be turned in to HR within 48 hrs.

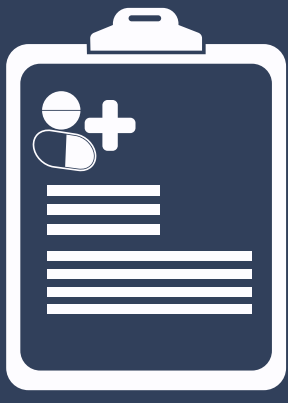
STEP 2



MEDICAL TREATMENT

Upon seeking medical treatment, the employee should advise the physician's office that the injury/illness is work-related and that CCMSI is Douglas County's third-party administrator for worker's compensation. The employee will then sign a C-4 Form generated by the physician's office.

STEP 3



WORK STATUS NOTE

The employee is expected to provide their supervisor with a work-status note from their treating physician after each appointment throughout the life of their claim, until they are released from care by their physician. The Supervisor is expected to forward a copy to HR.

STEP 4



TTD- LIGHT DUTY- FULL DUTY

If the employee is placed on restriction by their treating physician, the employee may be offered light duty based on availability. If the employee is placed on Total Temporary Disability (TTD), then the employee will be paid in accordance with NRS 616C.475 and any applicable bargaining agreements. This process is administered with Human Resources.

STEP 5



FOLLOW UP APPOINTMENTS

The employee is expected to work with their supervisor to schedule all follow-up appointments outside of their normal work hours, or they may utilize accrued leave, beginning with sick leave. Please contact Human Resources to discuss Family Medical Leave Act (FMLA) if applicable.

PREFERRED PROVIDERS

IN THE VALLEY

CARSON VALLEY HEALTH
897 Ironwood Dr., Minden, NV 89423
MON-FRI 7:30AM-4:30PM
PH: (775) 782-1615

AFTER HOURS

CARSON VALLEY HEALTH ER
1107 HWY 395 S
GARDNERVILLE, NV 89410
PH: (775) 782-1600

AT THE LAKE

BARTON MEMORIAL HOSPITAL
2170 SOUTH AVE.
SOUTH LAKE TAHOE, CA 96150
PH: (530) 542-3000

Questions? Please contact Douglas County
Human Resources at (775) 782-9860

