



Workers' Compensation Injury Reporting Options

WC Flow Chart 8/22/2016

Ask the ill or injured employee if they are okay, or if they want to see a doctor.



Employee does NOT want to see a doctor.

- **Employee completes** WC-5 "Declination Statement."
- **Supervisor completes** Safety Form 674 "Supervisor's Report of Employee Injury."



Send the two forms to HR Contact at Park Headquarters (951) 955-6671 confidential fax. DO NOT call 888 number.



NOTE: Forms may be completed at the clinic to avoid delay of treatment.



Employee wants to see a doctor.

- **DWC-1 Employee's Claim for WC Benefits.**
Employee completes the top half of the form. All other forms are completed by supervisor. Give a copy to the employee.
- Complete **WC-5 Industrial Injury Medical Service Order** (employee takes to clinic).
Make a copy if you can.
- **WC-35 Acknowledgement Form** - *Employee signs and returns to you.*
- Give employee the "Facts Concerning Workers' Compensation" brochure.
- Complete **Safety Form 674 Supervisor's Report of Employee Injury.**



Within First 24 hours:
1. Complete the forms
2. **Call 1-888-826-7835**
(Give the report number to HR Contact at Park Headquarters)



Send ALL four forms, including all medical status reports, to HR Contact at Park Headquarters (951) 955-6671 confidential fax.



All forms and flow chart are available at http://workcomp.rc-hr.com/Portals/26/New_Claim_Reporting_Process_CorVel.pdf