# Work Related Injuries & Vehicle Accidents

**NOTIFY YOUR SUPERVISOR IMMEDIATELY!**

## Do you require treatment after your work related injury or vehicle accident?

### No First Aid or Medical Treatment Required*

**Form(s) Required:**
☒Incident Report

Complete the Employee Portion of the Incident Report, and forward it to your supervisor for completion.

Supervisor will complete the Supervisor's Portion of the Incident Report and forward the original Incident Report to HR.

Should medical treatment be required at a later date, please follow the process for "Medical Treatment Required." A new Incident Report does not need to be completed.

### First Aid Treatment**

**Form(s) Required:**
☒Incident Report

Complete the Employee Portion of the Incident Report and forward it to your supervisor for completion.

Supervisor will complete the Supervisor's Portion of the Incident Report and forward the original Incident Report to HR.

If first aid treatment was performed by a medical facility, HR will send a copy of the completed Incident Report to LWP Claims Solutions for payment of bills.

### Medical Treatment Required***

**Form(s) Required:**
☒Incident Report
☒Claim Form DWC-1
☒Physician's Letter

Visit ProActive or your pre-designated physician and have a City of Chico Physician's Letter completed.

Complete the Employee Portion of the Incident Report and Claim Form DWC-1, and forward it, along with your Physician's Letter, to your supervisor for completion.

Supervisor will complete the Supervisor's Portion of the Incident Report and Claim Form DWC-1 and forward to the original completed forms to HR.

HR will open your claim and send a copy of all forms to LWP Claims Solutions for claims administration. The original forms are then filed in the employee's workers' compensation file. ***

A Physician's Letter must be sent to HR following all follow up medical appointments.

HR will work with employee and employee's department regarding all time off work and/or modified work accommodations.

## ❖ Designated Treatment Providers

- **Enloe Health Prompt Care**
  **Chico – 888 Lakeside Village Cmms Bldg A**
  Phone #: (530) 332-6856
  Business Hours: Monday-Friday, 8:00 am to 7:00 pm

- **ProActive Work**
  **Chico - 127 Raley Blvd**
  Phone #: (530) 715-8004
  Business Hours: Monday-Friday, 8:00 am to 5:00 pm

## ❖ QUESTIONS

- **LWP Claims Solutions** Claim's Adjuster: (916) 610-1368
- **City of Chico** Human Resources & Risk Management: (530) 879-7900 or hr@chicoca.gov

* Includes vehicle accidents in which there are no injuries.

** First Aid is defined as one-time treatment and subsequent observation of minor injuries such as scratches, cuts, burns, or other minor WC injuries. First-aid treatment can include use of pain relievers, bandages, tetanus immunizations, and hot or cold therapy.

*** In order to open a claim, HR must receive the DWC-1 form and Incident Report.

**ALL FORMS, AS APPLICABLE, MUST BE COMPLETED AND SUBMITTED TO HR IMMEDIATELY!**