



Employee Workplace Injury Reporting Procedures Flowchart

Always Call Company Nurse (855) 629-2578

IS THIS MATTER AN EMERGENCY?

NO

Contact Company Nurse by calling (855) 629-2578 (search Code BOUSD) and notify Christine Froio (909-971-8320, Ext. 5295)

YES

Call 911 and notify Christine Froio (909-971-8320, Ext. 5295)

IS TREATMENT REQUIRED?

YES

Medical treatment is provided by: ProActive Work Health Services (Pomona, Ontario & various other locations) and Concentra (various locations including Pomona & Irwindale)

NO

If the employee is only reporting a workplace incident and does not want to seek medical care or if Company Nurse indicates self-care.

If employee receives treatment, the following forms will be provided to the employee by Supervisor or Office Manager within 1 business day of knowledge of injury/illness:

- **DWC-1 (WC CLAIM FORM)**
- **WELLCOMP COMPLETE WRITTEN**
- **EMPLOYEE NOTIFICATION (MPN)**
- **MITCHELL FIRST FILL PROGRAM FLYER**

Please complete all forms and submit to Christine Froio within one business day.



ADDITIONAL INFORMATION

Doctor's Notes and Follow Up

- Upon employee's return to work, send doctor's note to Christine Froio.
- If the employee does have work restrictions, please consult with Christine Froio to discuss the employee's return to work prior to their returning to the school site. This may require an interactive accommodation meeting.
- It is the employee's responsibility to promptly report his/her work status to their supervisor and Christine Froio.

Please note that it is the goal of Bonita Unified School District for employees who are injured on the job to receive necessary medical care in order to recover quickly and return to their usual job duties.