

Injured at Work?

What Are Your Responsibilities

EMPLOYEE RESPONSIBILITIES

WHAT TO DO IF YOU, THE EMPLOYEE, ARE INJURED AT WORK

- Inform your supervisor immediately
- Complete an Employee Incident Report

If no medical attention is needed, stop here

WHAT TO DO IF YOU NEED TO GO TO A MEDICAL PROVIDER

- Inform your supervisor you are seeking medical attention right away
- Contact NEWESD 101 at (509) 789-3516 immediately to:
 - Report the incident has occurred
 - Provide details of the incident to the claims staff
 - Obtain a claim number

WHAT TO DO AT THE MEDICAL PROVIDER'S OFFICE

- Inform the medical provider that this is a work related incident
- Provide the medical provider with your claim number. If you do not have a claim number yet call NEWESD 101 from the provider's office to obtain one
- Instruct the medical provider to forward all information to:

NE WA Workers' Compensation Coop.
4202 South Regal Street
Spokane, WA 99223-7764
Phone: (509) 789-3516
Fax: (509) 789-3780
- Complete the Physician's Initial Report (PIR – provided by the doctor)
- **DO NOT** file an L&I State Fund claim form at the provider's office
- Obtain a note with your work status from the attending physician
- Schedule a return appointment, if needed
- If you require additional treatment following the initial visit, your physician must be enrolled in the L&I Medical Provider Network. You can check your provider's network status at www.findadoc.lni.wa.gov.

WHAT TO DO AFTER EACH MEDICAL PROVIDER VISIT

- Call NEW ESD 101, at (509) 789-3516, to report your return to work status
- Fax your return to work status note to NEWESD 101 within 24 hours (Fax to 509-789-3780)
- Report your return to work status to your supervisor within 24 hours
- Provide your supervisor with a copy of your work status note

SUPERVISOR RESPONSIBILITIES

WHAT TO DO IF AN EMPLOYEE IS INJURED AT WORK

- Investigate the accident site immediately
- Have the employee complete an Employee Incident Report
- Complete Part 2 of the Employee Incident Report
- Fax the report to NEWESD 101 at (509) 789-3780
- Send the completed Employee Incident Report to the district office

If no medical attention is needed, stop here

WHAT TO DO IF THE EMPLOYEE NEEDS TO GO TO A MEDICAL PROVIDER

- Provide the employee with a copy of the What to Tell the Medical Provider sheet (on back of this insert)
- Have the employee contact you immediately after the doctor visit
- Require the employee to provide you with a copy of the return to work status note within 24 hours after EACH doctor visit
- Contact NEWESD 101 at (509) 789-3516 immediately to:
 - Report the employee has gone to a medical provider
 - Provide details of your investigation to the claims staff

WHAT TO DO AFTER THE EMPLOYEE RETURNS FROM THE DOCTOR'S OFFICE

- Review the return to work status note to understand if there are restrictions and if there is light or modified duties available
- Fax the note to the NEWESD 101 Workers' Compensation Claims Department at (509) 789-3780
- Contact NEWESD 101, at (509) 789-3516, immediately to:
 - Report the employee has returned to:
 - 1) full regular work without restrictions, **OR**
 - 2) working regular hours and wage within the restrictions, **OR**
 - 3) light modified work within the restrictions, **AND**Report the:
 - ✓ start date
 - ✓ scheduled hours
 - ✓ wage
 - ✓ description of light modified duties
- Report the above information to the central district office contact person

WHAT TO DO IF YOU NEED TO GO TO A MEDICAL PROVIDER

- Inform your supervisor you are seeking medical attention right away.
- Contact NEW ESD 101, at (509) 789-3516, immediately to:
 1. Report the incident has occurred
 2. Provide details of the incident to the claims staff
 3. Obtain a claim number
 4. NEW ESD 101 will send you an SIF2 claim form to complete and then return to NEW ESD 101

Please note: You are able to see any physician of your choice for your initial visit. **However, if you require additional medical care, your attending physician must be enrolled in the L&I medical provider network.** You can check your provider's network status at www.FindADoc.Lni.wa.gov.

WHAT TO DO AT THE MEDICAL PROVIDER'S OFFICE

- Inform the medical provider that this is a work-related incident, and that your employer is self-insured.
- Provide the medical provider with your claim number. If you do not have a claim number yet, call NEW ESD 101 from the provider's office to obtain one.
- Instruct the medical provider to forward all claim information to:

NEW ESD 101
NE WA Workers' Compensation Cooperative
4202 South Regal Street
Spokane, WA 99223-7764
Phone: (509) 789-3516
Fax: (509) 789-3780
- Complete the Physician's Initial Report (PIR – provided by the doctor)
- **DO NOT** complete an L&I State Fund claim form at the provider's office.
- Obtain a note with your work status from the attending physician, and provide it to your employer and NEWESD 101.
- Schedule a return appointment with a provider in the L&I medical provider network, if needed.