

**Alameda County
Supervisor's Workers' Compensation Checklist**

| SUBJECT/FORM | SUPERVISOR'S ROLE |
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| DWC-1 (Claim Form) | Give to employee within 24 hours of notice of illness/injury from any source (date, sign and keep copy). |
| Initial Claim Report | With injured employee, immediately call Company Nurse BEFORE injured employee seeks treatment. Within 24 hours of knowledge, give WC Claim form (DWC-1) to EE. Send as soon as possible any other documentation such as witness forms, confidential memos, etc., to help with the investigation of claim. |
| FACTS Brochure | Provide to employee and document that FACTS brochure provided in Box #14b of Form 5020. |
| Pre-Designation of Doctor | Check department personnel file to see if pre-designation form is in file; if not, direct employee to nearest medical facility on the Alameda County Workers' Compensation Designated Medical Treatment Providers poster. If it is, direct employee to their pre-designated doctor for treatment. |
| Supervisor's Investigation of Injury Report | Complete and give copies to department and County Safety Officer and TPA. Follow-up with what is recommended to reduce/prevent future similar claims. |
| Timekeeping | After the 3-day waiting period, use Code W75 if employee is off work due to workers' compensation claim. (Refer to MOUs). Use Codes W56 for 4850. Use Code W57 if employee is off of work due to medical appointments (this covers actual and reasonable commute time, refer to MOU). Submit medical appointment verification page of Work Status Report form, provided by employee, to Auditor's to document hours coded W57. Send letter to employee that designating time off work for workers' compensation claim as Family Medical Leave. |
| Delayed Claims | Claims are accepted or denied within 14 days of notice unless put on delay for up to 90 days to investigate. If delayed, employee can use accrued leaves or apply for SDI. |
| Employee Contact | Maintain contact with injured worker if off work and obtain from employee disability/RTW slips after each appointment to determine work status and send copies of these to TPA and departmental liaison. |
| Ongoing Claim Information | Obtain status information from TPA claims examiner at and/or departmental workers' compensation liaison who is copied on key claims information and attends monthly case reviews. |
| Temporary Modified Duty | Determine if you can provide this based on doctor's work restrictions each time a Work Status Report is received – up to 90 calendar days is allowed by County policy. If you can't accommodate employee, notify TPA and workers' compensation liaison. If you can, document assignment with memo and use MOD on employee's timesheet. |
| Ergonomic Equipment | Attend initial and follow-up ergonomic evaluations for your employee and receive copy of reports. Be responsible for receipt of and placement of equipment. Monitor employee for proper use of equipment and replace any lost or broken items. Subsequent relocations and re-evaluations/new equipment are a departmental expense. If employee leaves the County or no longer needs equipment, please contact the Ergo Lab (510-272-6920). |
| Permanent Modified Job | Determine if this can be provided after employee is determined P&S, based on employee's permanent restrictions. Modification is appropriate if it allows employee to perform all the essential functions of the job. If not, department must search for appropriate vacant positions and complete alt/mod form in 30 days and forward to TPA and departmental ADA/workers' compensation liaison, County ADA Coordinator, and Workers' Compensation Administrator (WCA). |
| Other Assistance | If fraud is suspected, notify the TPA and Workers' Compensation Administrator (WCA) and/or call the fraud hotline number (1-866-368-3720). If assistance is needed with Return To Work process, contact WCA (510-272-3646). If assistance is needed with ergonomics, contact the Ergo Lab (510-272-6920). |