

# ACWA JPIA

## WORKERS' COMPENSATION REPORTING KIT



YOUR BEST PROTECTION

**WORKERS' COMPENSATION CLAIMS DEPARTMENT**

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## **Workers' Compensation Claims Reporting Procedures**

California Workers' Compensation Law requires that every employer provide its employees with workers' compensation coverage. This coverage guarantees state-mandated benefits to employees injured on the job or incurring work-related illness or disease. It does not cover injury, illness or disease of non-work origin. If you are unable to decide if an injury is work related, report it to the JPIA. It is very important that all questions regarding claims obligations or procedures are immediately addressed by the JPIA.

Your agency is self-insured for workers' compensation. The benefits are administered by the JPIA. Prompt reporting is key to coverage, as well as controlling claim costs.

**Immediately report to the JPIA all work-related injuries that result in death, lost time beyond the date of the injury, restricted work activity, or medical treatment beyond first aid. Losses should be reported to us by using the link on our Website (<https://www.acwajpia.com/report-a-claim/#workerscomp>) or by faxing the workers' compensation forms to the JPIA at (916) 786-0209. Do not send reports of any kind directly to the Department of Industrial Relations, Workers' Compensation Appeals Board, any attorney, or physician.**

Documentation and reporting of workers' compensation injuries and illnesses is to be handled by the district's workers' compensation claims contact only.

Failure to accurately complete the appropriate forms and report losses timely may result in fines and loss of possible defenses, as well as additional claim costs.

Questions concerning workers' compensation reporting requirements should be directed to ACWA/JPIA Workers' Compensation Department at (800) 231-5742.

# WORKERS' COMPENSATION REPORTING KIT

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*\*Please contact ACWA JPIA at (800) 231-5742 for reporting forms or refer to the ACWA/JPIA website at <https://www.acwaipia.com/report-a-claim/#workerscomp>*

## WORKERS' COMPENSATION INJURY CHECKLIST

If you have any questions, please call the JPIA's Workers' Compensation Claims Department at (800) 231-5742.

- Medical Service Order given to employee unless medical treatment is declined.
- Pharmacy First Fill Form given to employee
- DWC-1 Form – Workers' Compensation Claim Form & Notice of Potential Eligibility
  - Lines 1, 10, 11, 12, and 13 completed by employer
  - Photocopy taken for file
  - Given or mailed to employee (**must be provided within 1 working day of knowledge of injury**)
  - Employee returned DWC-1 Form (**Only if employee wants to file a claim and treatment is beyond first aid**)
  - Lines 14, 17, 18, & 19 completed by employer
  - DWC1 sent to the JPIA
  - Employee given employee copy
  - Employer copy filed
- Form 5020 - Employer's Report of Occupational Injury or Illness (**Must be filed within 5 working days of knowledge of injury**)
  - Completed and signed by employer
  - Forms should be submitted to the WC Claims email ([Claimswc\\_WA@acwajpia.com](mailto:Claimswc_WA@acwajpia.com)) This is a secure email.
  - Employer's copy filed
- Reported to Cal/OSHA  
Any serious injury, illness, or fatality must be reported immediately (**but not later than 8-hours**) to the **Cal/OSHA Enforcement District Office** for the area where the incident occurred. The following web link should be referenced.  
  
<https://www.dir.ca.gov/dosh/report-accident-or-injury.html>
- Supervisor's Accident Investigation (to be performed for all work-related injuries and illnesses) (**Do not hold up submitting the 5020 & DWC1 for the completion of the Supervisor's Accident Investigation Form, however, it is preferred to be submitted as soon as possible**)
  - Investigation complete
  - Preventative actions determined
  - Preventative actions completed
  - Employees informed

**Instructions for Completing DWC 1 Form  
(Workers' Compensation Claim Form & Notice of Potential Eligibility)**

The DWC 1 Form must be provided to the employee within one (1) working day of receiving knowledge of a work-related injury or illness. Knowledge of injury may come from any source. Failure to provide this form to the employee could result in fines and loss of possible defenses. DWC 1 Form is required if treatment is beyond first aid.

The form has both Employee and Employer sections to be completed. Unless otherwise specified, the following are employer instructions. Please type or write legibly.

- A. Complete the following lines on the DWC 1 Form:
  - 1. Employee's Name (*Do not complete "Today's Date"*)
  - 10. Employer's Name
  - 11. Employer's Address
  - 12. Date employer first knew of injury
  - 13. Date claim form provided to employee
  
- B. Make a photocopy of the form for your file.
  
- C. Give employee the DWC 1 Form. If the injured employee is not at work, mail the form to the employee's mailing address.
  
- D. Should the employee wish to file a claim, the employee is to complete lines 2 through 8, complete "Today's Date" on line 1, and provide signature on line 9.
  
- E. Give the employee a photocopy (Temporary Receipt - Carbon copy version of form only).
  
- F. Complete the following lines once completed form is returned to employer:
  - 14. Date employer received claim form
  - 17. Signature of employer representative
  - 18. Title of employer representative
  - 19. Agency phone number *including area code*(Line 15 & 16 is already pre-filled.)
  
- G. Give a photocopy (Employee copy - Carbon copy version of form only) to the employee, or mail to the employee's mailing address.
  
- H. Mail or email the DWC 1 form (Claims Administrator - Carbon copy version of form only) to the JPIA along with the Form 5020.
  
- I. Retain a photocopy (Employer copy - Carbon copy version of form only) for your files.



## Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad

If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

**Medical Care:** Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

**The Primary Treating Physician (PTP)** is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to \$10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

### **Switching to a Different Doctor as Your PTP:**

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer-provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, el administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

**Atención Médica:** Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

**El Médico Primario que le Atiende (Primary Treating Physician- PTP)** es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos (*Medical Provider Network- MPN*) o una Organización de Cuidado Médico (*Health Care Organization- HCO*), en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. Presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta \$10000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento, utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

### **Cambiando a otro Médico Primario o PTP:**

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

your employer or the claims administrator has not created or selected an MPN.

**Disclosure of Medical Records:** After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

**Problems with Medical Care and Medical Reports:** At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

**Payment for Temporary Disability (Lost Wages):** If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

**Stay at Work or Return to Work:** Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

**Payment for Permanent Disability:** If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

**Supplemental Job Displacement Benefit (SJDB):** If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

**Death Benefits:** If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

**Divulgación de Expedientes Médicos:** Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. no está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

**Problemas con la Atención Médica y los Informes Médicos:** En algún momento durante su reclamo, podría estar en desacuerdo con su PTP sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una MPN, HCO o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su PTP, puede solicitar una revisión médica independiente (*Independent Medical Review-IMR*), utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la IMR es parecido al proceso de la IMR de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la IMR. La IMR no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su PTP en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesga perder el derecho a objetar a la opinión de su PTP a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado (*Qualified Medical Evaluator-QME*) para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado (*Agreed Medical Evaluator- AME*). Si el administrador de reclamos no está de acuerdo con su PTP sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un QME o AME.

**Pago por Incapacidad Temporal (Sueldos Perdidos):** Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un periodo limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estatales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

**Permanezca en el Trabajo o Regreso al Trabajo:** Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan



spouse and other relatives or household members who were financially dependent on the deceased worker.

**It is illegal for your employer** to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

**Resolving Problems or Disputes:** You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at [www.edd.ca.gov](http://www.edd.ca.gov).

**You Can Contact an Information & Assistance (I&A) Officer:** State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

**You can consult with an attorney.** Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at [www.californiaspecialist.org](http://www.californiaspecialist.org).

**Learn More About Workers' Compensation:** For more information about the workers' compensation claims process, go to [www.dwc.ca.gov](http://www.dwc.ca.gov). At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

**Pago por Incapacidad Permanente:** Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

**Beneficio Suplementario por Desplazamiento de Trabajo (Supplemental Job Displacement Benefit- SJDDB):** Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisitos, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

**Beneficios por Muerte:** Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

**Es ilegal que su empleador** le castigue o despida por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

**Resolviendo problemas o disputas:** Ud. tiene derecho a no estar de acuerdo con las decisiones que afecten su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatal de Incapacidad (*State Disability Insurance-SDI*) o beneficios del desempleo (*Unemployment Insurance- UI*). Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333-4606, o visite su página Web en [www.edd.ca.gov](http://www.edd.ca.gov).

**Puede Contactar a un Oficial de Información y Asistencia (Information & Assistance- I&A):** Los Oficiales de Información y Asistencia (*I&A*) estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a [www.dwc.ca.gov](http://www.dwc.ca.gov) o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

**Ud. puede consultar con un abogado.** La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California (*State Bar*) al (415) 538-2120, o consulte su página Web en [www.californiaspecialist.org](http://www.californiaspecialist.org).

**Aprenda Más Sobre la Compensación de Trabajadores:** Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a [www.dwc.ca.gov](http://www.dwc.ca.gov). En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736-7401.



**WORKERS' COMPENSATION CLAIM FORM (DWC 1)**

**PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)**

**Employee:** Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

**Empleado:** Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la Division de Compensación al Trabajador al (800) 736-7401 para oír información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

**Employee—complete this section and see note above**

**Empleado—complete esta sección y note la notación arriba.**

1. Name. *Nombre.* \_\_\_\_\_ Today's Date. *Fecha de Hoy.* \_\_\_\_\_
  2. Home Address. *Dirección Residencial.* \_\_\_\_\_
  3. City. *Ciudad.* \_\_\_\_\_ State. *Estado.* \_\_\_\_\_ Zip. *Código Postal.* \_\_\_\_\_
  4. Date of Injury. *Fecha de la lesión (accidente).* \_\_\_\_\_ Time of Injury. *Hora en que ocurrió.* \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
  5. Address and description of where injury happened. *Dirección/lugar dónde ocurrió el accidente.* \_\_\_\_\_
  6. Describe injury and part of body affected. *Describe la lesión y parte del cuerpo afectada.* \_\_\_\_\_
  7. Social Security Number. *Número de Seguro Social del Empleado.* \_\_\_\_\_
  8.  Check if you agree to receive notices about your claim by email only.  *Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico.* Employee's e-mail. \_\_\_\_\_ *Correo electrónico del empleado.* \_\_\_\_\_
- You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. *Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.*
9. Signature of employee. *Firma del empleado.* \_\_\_\_\_

**Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.**

10. Name of employer. *Nombre del empleador.* \_\_\_\_\_
11. Address. *Dirección.* \_\_\_\_\_
12. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* \_\_\_\_\_
13. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* \_\_\_\_\_
14. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* \_\_\_\_\_
15. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* \_\_\_\_\_
16. Insurance Policy Number. *El número de la póliza de Seguro.* \_\_\_\_\_
17. Signature of employer representative. *Firma del representante del empleador.* \_\_\_\_\_
18. Title. *Título.* \_\_\_\_\_
19. Telephone. *Teléfono.* \_\_\_\_\_

**Employer:** You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

**Empleador:** Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

Employer copy/Copia del Empleador  Employee copy/Copia del Empleado  Claims Administrator/Administrador de Reclamos  Temporary Receipt/Recibo del Empleado

**Instructions for Completing Form 5020  
(Employer's Report of Occupational Injury or Illness)**

The Form 5020 must be filed with the JPIA within five (5) days of knowledge of the injury. Do not delay the report because the employee has not yet returned the DWC 1 Form.

This form should be completed by the employer. Do not allow the employee to complete the form. Please type or write legibly. Fillable form is available on the ACWA JPIA website. **When using the fillable form, years are only two digits (mm/dd/yy).**

All questions should be completed, but please note the following specific questions:

Items 1 through 6 are your agency information.

- 1A) Insert "Self-Insured"
- 2A) Agency phone number *including* area code
- 3A) N/A
- 4) Insert type of agency (e.g., Water Utility, Wastewater Utility, Public Utility District, etc.)
- 5) Insert agency-specific unemployment number
- 6) Check "other government" and specify "Special District"

Item 7 through 29 are specifics about the injury or illness.

- 16) Check the "yes" box only if your district has a salary continuation program; otherwise check the "no" box if the employee uses his/her accrued benefits.
- 17) This date must be the same as question 12 on the DWC 1 form
- 18) This date must be the same as question 13 on the DWC 1 form
- 26) Describe the nature of the injury in your own words

Items 30 through 39 are employee information.

- 33a) Employee home phone number *including* area code
- 35) Employee specific job title
- 37b) The workers' compensation code under which you report this employee's payroll

**This form must be signed and dated by the person completing the document.**

**(See examples)**

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.

California law requires employers to report within **five days** of knowledge every occupational injury or illness which results in lost time beyond the date of the incident **OR** requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within **five days** of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be **reported immediately** by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.

<b>E M P L O Y E R</b>	1. FIRM NAME		1a. Policy Number		<b>Please do not use this column</b>	
	2. MAILING ADDRESS: (Number, Street, City, Zip)		2a. Phone Number			<b>CASE NUMBER</b>
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip)		3a. Location Code			<b>OWNERSHIP</b>
	4. NATURE OF BUSINESS; e.g.. Painting contractor, wholesale grocer, sawmill, hotel, etc.		5. State unemployment insurance acct.no			<b>INDUSTRY</b>
<b>I N J U R Y  O R  I L L N E S S</b>	6. TYPE OF EMPLOYER: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District <input type="checkbox"/> Other Gov't, Specify: _____		7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy)		<b>OCCUPATION</b>	
	8. TIME INJURY/ILLNESS OCCURRED _____ AM _____ PM		9. TIME EMPLOYEE BEGAN WORK _____ AM _____ PM			
	11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. DATE LAST WORKED (mm/dd/yy)		13. DATE RETURNED TO WORK (mm/dd/yy)	
	14. IF STILL OFF WORK, CHECK THIS BOX: <input type="checkbox"/>		15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? <input type="checkbox"/> Yes <input type="checkbox"/> No		16. SALARY BEING CONTINUED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	17. DATE OF EMPLOYER'S KNOWLEDGE /NOTICE OF INJURY/ILLNESS (mm/dd/yy)		18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM (mm/dd/yy)		<b>SEX</b>	
	19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g.. Second degree burns on right arm, tendonitis on left elbow, lead poisoning					<b>AGE</b>
	20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip)		20a. COUNTY		21. ON EMPLOYER'S PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g.. Shipping department, machine shop.			23. Other Workers injured or ill in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Acetylene, welding torch, farm tractor, scaffold					<b>DAILY HOURS</b>
	25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Welding seams of metal forms, loading boxes onto truck.					<b>DAYS PER WEEK</b>
26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g.. Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY					<b>WEEKLY HOURS</b>	
27. Name and address of physician (number, street, city, zip)					<b>WEEKLY WAGE</b>	
27a. Phone Number		27b. Phone Number			<b>COUNTY</b>	
28. Hospitalized as an inpatient overnight? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes then, name and address of hospital (number, street, city, zip)		28a. Phone Number			<b>NATURE OF INJURY</b>	
29. Employee treated in emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No		29. Employee treated in emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>PART OF BODY</b>	
<b>ATTENTION</b> This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2. Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2*.					<b>SOURCE</b>	
30. EMPLOYEE NAME		31. SOCIAL SECURITY NUMBER		32. DATE OF BIRTH (mm/dd/yy)		
33. HOME ADDRESS (Number, Street, City, Zip)		33a. PHONE NUMBER		<b>EVENT</b>		
34. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers)		36. DATE OF HIRE (mm/dd/yy)		
37. EMPLOYEE USUALLY WORKS _____ hours per day, _____ days per week, _____ total weekly hours		37a. EMPLOYMENT STATUS <input type="checkbox"/> regular, full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary <input type="checkbox"/> seasonal		37b. UNDER WHAT CLASS CODE OF YOUR POLICY WHERE WAGES ASSIGNED		
38. GROSS WAGES/SALARY \$ _____ per _____		39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>SECONDARY SOURCE</b>		
Completed By (type or print)		Signature & Title		<b>EXTENT OF INJURY</b>		
				<b>Date (mm/dd/yy)</b>		

\* Confidential information may be disclosed only to the employee, former employee, or their personal representative (CCR Title 8 14300.35), to others for the purpose of processing a workers' compensation or other insurance claim; and under certain circumstances to a public health or law enforcement agency or to a consultant hired by the employer (CCR Title 8 14300.30). CCR Title 8 14300.40 requires provision upon request to certain state and federal workplace safety agencies.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.

California law requires employers to report within **five days** of knowledge every occupational injury or illness which results in lost time beyond the date of the incident **OR** requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within **five days** of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be **reported immediately** by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.

<b>E M P L O Y E R</b>	1. FIRM NAME		1a. Policy Number		<b>Please do not use this column</b>	
	2. MAILING ADDRESS: (Number, Street, City, Zip)		2a. Phone Number			<b>CASE NUMBER</b>
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip)		3a. Location Code			<b>OWNERSHIP</b>
	4. NATURE OF BUSINESS; e.g.. Painting contractor, wholesale grocer, sawmill, hotel, etc.		5. State unemployment insurance acct.no			
	6. TYPE OF EMPLOYER: Private State County City School District <input type="checkbox"/> Other Gov't, Specify: _____					<b>INDUSTRY</b>
	7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy)		8. TIME INJURY/ILLNESS OCCURRED _____ AM _____ PM		9. TIME EMPLOYEE BEGAN WORK _____ AM _____ PM	
10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)		11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? Yes No		12. DATE LAST WORKED (mm/dd/yy)		
13. DATE RETURNED TO WORK (mm/dd/yy)		14. IF STILL OFF WORK, CHECK THIS BOX:		15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? Yes No		
16. SALARY BEING CONTINUED? Yes No		17. DATE OF EMPLOYER'S KNOWLEDGE /NOTICE OF INJURY/ILLNESS (mm/dd/yy)		18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM FORM (mm/dd/yy)		
19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g.. Second degree burns on right arm, tendonitis on left elbow, lead poisoning					<b>AGE</b>	
20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip)			20a. COUNTY		21. ON EMPLOYER'S PREMISES? Yes No	
22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g.. Shipping department, machine shop.			23. Other Workers injured or ill in this event? Yes No			<b>DAILY HOURS</b>
24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Acetylene, welding torch, farm tractor, scaffold					<b>DAYS PER WEEK</b>	
25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Welding seams of metal forms, loading boxes onto truck.					<b>WEEKLY HOURS</b>	
26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g.. Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY					<b>WEEKLY WAGE</b>	
					<b>COUNTY</b>	
					<b>NATURE OF INJURY</b>	
					<b>PART OF BODY</b>	

**ATTENTION** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2.  
 Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2\*.

<b>E M P L O Y E E</b>	35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers)		<b>SOURCE</b>	
	37. EMPLOYEE USUALLY WORKS _____ hours per day, _____ days per week, _____ total weekly hours		37a. EMPLOYMENT STATUS regular, full-time part-time temporary seasonal	
	38. GROSS WAGES/SALARY \$ _____ per _____		37b. UNDER WHAT CLASS CODE OF YOUR POLICY WHERE WAGES ASSIGNED	
	39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc.)? Yes No		<b>EXTENT OF INJURY</b>	
	Completed By (type or print)		Signature & Title	

\* Confidential information may be disclosed only to the employee, former employee, or their personal representative (CCR Title 8 14300.35), to others for the purpose of processing a workers' compensation or other insurance claim; and under certain circumstances to a public health or law enforcement agency or to a consultant hired by the employer (CCR Title 8 14300.30). CCR Title 8 14300.40 requires provision upon request to certain state and federal workplace safety agencies.

State of California EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS		ACWA/Joint Powers Insurance Authority PO Box 619082, Roseville CA 95661-9082 (916) 786-5742 (800) 231-5742		OSHA CASE NO.  FATALITY <input type="checkbox"/>	
Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.		California law requires employers to report within <b>five days</b> of knowledge every occupational injury or illness which results in lost time beyond the date of the incident <b>OR</b> requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within <b>five days</b> of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be <b>reported immediately</b> by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.			
EMPLOYER	1. FIRM NAME Anytown Water District		SAMPLE-LOST TIME & BACK TO WORK		1a. Policy Number Self-Insured
	2. MAILING ADDRESS: (Number, Street, City, Zip) P.O. Box 111, Anytown, CA 92345-1111				2a. Phone Number (916) 786-5742
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip) 1234 Main Street, Anytown, CA 92345				3a. Location Code N/A
	4. NATURE OF BUSINESS; e.g.. Painting contractor, wholesale grocer, sawmill, hotel, etc. Water Utility				5. State unemployment insurance acct.no
INJURY	6. TYPE OF EMPLOYER: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District <input checked="" type="checkbox"/> Other Gov't, Specify: <u>Special Dist</u>				INDUSTRY
	7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy) 01/07/18	8. TIME INJURY/ILLNESS OCCURRED 9:00 AM PM	9. TIME EMPLOYEE BEGAN WORK 7:30 AM PM	10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)	OCCUPATION
	11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	12. DATE LAST WORKED (mm/dd/yy) 01/08/18	13. DATE RETURNED TO WORK (mm/dd/yy) 01/20/18	14. IF STILL OFF WORK, CHECK THIS BOX: <input type="checkbox"/>	SEX
	15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	16. SALARY BEING CONTINUED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	17. DATE OF EMPLOYER'S KNOWLEDGE /NOTICE OF INJURY/ILLNESS (mm/dd/yy) 01/07/18	18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM FORM (mm/dd/yy) 01/07/18	AGE
19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g.. Second degree burns on right arm, tendonitis on left elbow, lead poisoning Deep cut to left arm					
20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip) 1234 Main Street, Anytown, CA 92345		20a. COUNTY Any County	21. ON EMPLOYER'S PREMISES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		DAILY HOURS
22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g.. Shipping department, machine shop. Auto repair shop		23. Other Workers injured or ill in this event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		DAYS PER WEEK	
24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Acetylene, welding torch, farm tractor, scaffold Screwdriver & wrench					WEEKLY HOURS
25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Welding seams of metal forms, loading boxes onto truck. Replacing a water hose on a district vehicle					WEEKLY WAGE
26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g.. Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY Employee was working under the vehicle hood. While using a screwdriver and wrench to try to pry a bolt loose. Screwdriver slipped and stabbed the employee on the left arm causing a laceration.					COUNTY
27. Name and address of physician (number, street, city, zip) Dr. Joe Smith, 100 Main Street, Anytown, CA 92345			27a. Phone Number (916) 999-9999		NATURE OF INJURY
28. Hospitalized as an inpatient overnight? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes then, name and address of hospital (number, street, city, zip)			28a. Phone Number		PART OF BODY
			29. Employee treated in emergency room? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
ATTENTION This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2. Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2*.					SOURCE
30. EMPLOYEE NAME Sam Employee		31. SOCIAL SECURITY NUMBER 111-11-1111		32. DATE OF BIRTH (mm/dd/yy) 07/09/58	
33. HOME ADDRESS (Number, Street, City, Zip) 100 Garden Court, Anytown, CA 92345				33a. PHONE NUMBER (916) 999-9999	
34. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers) Mechanic		36. DATE OF HIRE (mm/dd/yy) 07/09/90		EVENT
37. EMPLOYEE USUALLY WORKS 8 hours per day, 5 days per week, 40 total weekly hours		37a. EMPLOYMENT STATUS <input checked="" type="checkbox"/> regular, full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary <input type="checkbox"/> seasonal		37b. UNDER WHAT CLASS CODE OF YOUR POLICY WHERE WAGES ASSIGNED 7520	
38. GROSS WAGES/SALARY \$ 1500 per week		39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc.)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		EXTENT OF INJURY	
Completed By (type or print) District supervisor		Signature & Title		Date (mm/dd/yy)	

State of California EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS		ACWA/Joint Powers Insurance Authority PO Box 619082, Roseville CA 95661-9082 (916) 786-5742 (800) 231-5742		OSHA CASE NO.  FATALITY <input type="checkbox"/>	
Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.		California law requires employers to report within <b>five days</b> of knowledge every occupational injury or illness which results in lost time beyond the date of the incident <b>OR</b> requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within <b>five days</b> of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be <b>reported immediately</b> by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.			
EMPLOYER	1. FIRM NAME Anytown Water District		SAMPLE-LOST TIME & STILL OFF WORK		1a. Policy Number Self-Insured
	2. MAILING ADDRESS: (Number, Street, City, Zip) P.O. Box 111, Anytown, CA 92345-1111				2a. Phone Number (916) 786-5742
	3. LOCATION if different from Mailing Address (Number, Street, City and Zip) 1234 Main Street, Anytown, CA 92345				3a. Location Code N/A
	4. NATURE OF BUSINESS; e.g.. Painting contractor, wholesale grocer, sawmill, hotel, etc. Water Utility				5. State unemployment insurance acct.no
INJURY	6. TYPE OF EMPLOYER: <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School District <input checked="" type="checkbox"/> Other Gov't, Specify: <u>Special Dist</u>				INDUSTRY
	7. DATE OF INJURY / ONSET OF ILLNESS (mm/dd/yy) 01/07/18	8. TIME INJURY/ILLNESS OCCURRED 9:00 AM PM	9. TIME EMPLOYEE BEGAN WORK 7:30 AM PM	10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)	OCCUPATION
	11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	12. DATE LAST WORKED (mm/dd/yy) 01/08/18	13. DATE RETURNED TO WORK (mm/dd/yy)	14. IF STILL OFF WORK, CHECK THIS BOX: <input checked="" type="checkbox"/>	SEX
	15. PAID FULL DAYS WAGES FOR DATE OF INJURY OR LAST DAY WORKED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	16. SALARY BEING CONTINUED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	17. DATE OF EMPLOYER'S KNOWLEDGE /NOTICE OF INJURY/ILLNESS (mm/dd/yy) 01/07/18	18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM FORM (mm/dd/yy) 01/07/18	AGE
19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED, MEDICAL DIAGNOSIS if available, e.g.. Second degree burns on right arm, tendonitis on left elbow, lead poisoning Deep cut to left arm					
20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip) 1234 Main Street, Anytown, CA 92345		20a. COUNTY Any County	21. ON EMPLOYER'S PREMISES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		DAILY HOURS
22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g.. Shipping department, machine shop. Auto repair shop		23. Other Workers injured or ill in this event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		DAYS PER WEEK	
24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Acetylene, welding torch, farm tractor, scaffold Screwdriver & wrench					WEEKLY HOURS
25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g.. Welding seams of metal forms, loading boxes onto truck. Replacing a water hose on a district vehicle					WEEKLY WAGE
26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g.. Worker stepped back to inspect work and slipped on scrap material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY Employee was working under the vehicle hood. While using a screwdriver and wrench to try to pry a bolt loose. Screwdriver slipped and stabbed the employee on the left arm causing a laceration.					COUNTY
27. Name and address of physician (number, street, city, zip) Dr. Joe Smith, 100 Main Street, Anytown, CA 92345			27a. Phone Number (916) 999-9999		NATURE OF INJURY
28. Hospitalized as an inpatient overnight? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes then, name and address of hospital (number, street, city, zip)			28a. Phone Number		PART OF BODY
			29. Employee treated in emergency room? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
ATTENTION This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29 (b)(6)-(10) & 14300.35(b)(2)(E)2. Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 14300.35(b)(2)(E)2*.					SOURCE
30. EMPLOYEE NAME Sam Employee		31. SOCIAL SECURITY NUMBER 111-11-1111		32. DATE OF BIRTH (mm/dd/yy) 07/09/58	
33. HOME ADDRESS (Number, Street, City, Zip) 100 Garden Court, Anytown, CA 92345				33a. PHONE NUMBER (916) 999-9999	
34. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	35. OCCUPATION (Regular job title, NO initials, abbreviations or numbers) Mechanic		36. DATE OF HIRE (mm/dd/yy) 07/09/90		EVENT
37. EMPLOYEE USUALLY WORKS 8 hours per day, 5 days per week, 40 total weekly hours		37a. EMPLOYMENT STATUS <input checked="" type="checkbox"/> regular, full-time <input type="checkbox"/> part-time <input type="checkbox"/> temporary <input type="checkbox"/> seasonal		37b. UNDER WHAT CLASS CODE OF YOUR POLICY WHERE WAGES ASSIGNED 7520	
38. GROSS WAGES/SALARY \$ 1500 per week		39. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc.)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		EXTENT OF INJURY	
Completed By (type or print) District supervisor		Signature & Title		Date (mm/dd/yy)	

# Supervisor's Accident/Incident Investigation Form

*Use for Industrial Injuries, Illnesses, or Near Misses*

<b>When</b>	Date of incident: Time of incident:	Date reported to supervisor:
<b>Who</b>	Injured employee name: Department:	Job Title: Length of Employment:
<b>Where</b>	Exact location of occurrence:	
<b>Loss</b>	Nature and extent of injuries or property damage:	
<b>What</b>	Describe specifically what the individual was doing at the time of the incident:	

**Root Cause(s)  
(check all that apply)**

<p style="text-align: center;"><b>MATERIALS</b></p> <input type="checkbox"/> Improper, defective or damaged tool or equipment <input type="checkbox"/> Equipment or tool failure <input type="checkbox"/> PPE failure <input type="checkbox"/> Hazardous product <input type="checkbox"/> Hazardous chemical <input type="checkbox"/> Improper apparel <input type="checkbox"/> Not otherwise classified (Describe):	<p style="text-align: center;"><b>ENVIRONMENTAL</b></p> <input type="checkbox"/> Inadequate safeguards <input type="checkbox"/> Location hazards <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Poor storage practices <input type="checkbox"/> Toxic or hazardous gases, or fumes <input type="checkbox"/> Inadequate lighting <input type="checkbox"/> Poor weather conditions <input type="checkbox"/> Too hot or too cold <input type="checkbox"/> Not otherwise classified (Describe):	<p style="text-align: center;"><b>PERSONAL</b></p> <input type="checkbox"/> Bodily conditions, i.e. health issues, tired, under stress <input type="checkbox"/> Pressure to complete task <input type="checkbox"/> Poor ergonomics <input type="checkbox"/> Lack of skill or knowledge <input type="checkbox"/> Adequate skill or knowledge, but failure in execution <input type="checkbox"/> Did not receive adequate training <input type="checkbox"/> Did not inspect tool or equipment prior to use <input type="checkbox"/> Not otherwise classified (Describe):
<p style="text-align: center;"><b>MANAGEMENT</b></p> <input type="checkbox"/> No written procedures <input type="checkbox"/> Lack adequate supervision <input type="checkbox"/> Lack of training provided <input type="checkbox"/> Ineffective inspection program or corrective action not taken <input type="checkbox"/> Pressure to get job done <input type="checkbox"/> Not otherwise classified (Describe):	<p style="text-align: center;"><b>TASK</b></p> <input type="checkbox"/> Safe work procedures not followed <input type="checkbox"/> Conditions changed to make the normal procedure unsafe <input type="checkbox"/> Appropriate tools not used or not available <input type="checkbox"/> Not otherwise classified (Describe):	<p style="text-align: center;"><b>OTHER</b></p> <input type="checkbox"/> _____ <hr/> <hr/> <hr/> <hr/>



**Why**

Comment Fully:

**Root Cause**

Supervisor's Accident Investigation Form (Cont.)

**Prevention**

What should be done and by whom to prevent recurrence of this type of incident?  
(Include target dates.)

What immediate actions have been taken? By whom?

What long term actions will be needed? (Include target dates.)

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Comments by Dept. Head or Manager**

Based on the supervisor's report, write a concise statement commenting on why the injury occurred, and whether the corrective actions (taken and planned) are complete enough to prevent recurrence.

Name of Dept. Head or Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**MEDICAL SERVICE ORDER**

Doctor Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Employee Name: \_\_\_\_\_ was injured on \_\_\_\_\_  
(Date) \_\_\_\_\_ (Time) \_\_\_\_\_ while in our employ.

Please render necessary medical treatment immediately, then complete and forward the Doctor's First Report Of Occupational Injury Or Illness to:  
ACWA/Joint Powers Insurance Authority  
PO Box 619082, Roseville CA 95661-9082  
(800) 231-5742 FAX (916) 786-0209

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**One time visit only - call ACWA/JPIA for authorization**

**MEDICAL SERVICE ORDER**

Doctor Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Employee Name: \_\_\_\_\_ was injured on \_\_\_\_\_  
(Date) \_\_\_\_\_ (Time) \_\_\_\_\_ while in our employ.

Please render necessary medical treatment immediately, then complete and forward the Doctor's First Report Of Occupational Injury Or Illness to:  
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Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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Doctor Name: \_\_\_\_\_  
Address: \_\_\_\_\_

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(Date) \_\_\_\_\_ (Time) \_\_\_\_\_ while in our employ.

Please render necessary medical treatment immediately, then complete and forward the Doctor's First Report Of Occupational Injury Or Illness to:  
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Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**MEDICAL SERVICE ORDER**

Doctor Name: \_\_\_\_\_  
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Employee Name: \_\_\_\_\_ was injured on \_\_\_\_\_  
(Date) \_\_\_\_\_ (Time) \_\_\_\_\_ while in our employ.

Please render necessary medical treatment immediately, then complete and forward the Doctor's First Report Of Occupational Injury Or Illness to:  
ACWA/Joint Powers Insurance Authority  
PO Box 619082, Roseville CA 95661-9082  
(800) 231-5742 FAX (916) 786-0209

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**One time visit only - call ACWA/JPIA for authorization**

# Occupational Injury/Illness Report

**Instructions:**

The employee completes this form. Please state facts as accurately as possible. Provide this form to your Supervisor.

Name of Employee		Job Title	
Home Address		Phone Number	
Date and Time of Incident		Date, Time & Supervisor Reported to:	
Location of Incident		City	Building/Room
Describe specifically what you were doing at the time of the incident/accident:			
What body part was injured?			
Name of witness:			
Did this incident cause any property damage? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:			
I _____ accept/decline (circle one) to seek medical treatment at this time. Note: I understand should I require any medical treatment for this incident in the future, I will advise my Supervisor immediately. (Labor Code § 5405 states you have up to 1 year from the date of injury to seek medical treatment)			
_____ Employee Print Name		_____	
_____ Supervisor signature		_____ Date	
_____ Employee signature		_____ Date	

## »» To the Injured Worker:

On your first visit, please give this notice to any pharmacy listed on the back side to speed the processing of your approved workers' compensation prescriptions.

Questions or need assistance locating a participating retail network pharmacy? Call the myMatrixx, an Express Scripts Company Customer Care at 877.804.4900.

### Atención Trabajador Lesionado:

En su primera visita, por favor entregue esta notificación a cualquier farmacia enumerada al reverso para acelerar el procesamiento de sus recetas a probadas de compensación para trabajadores (según las pautas establecidas por su empleador).

Si tiene cualquier duda o necesita ayuda para localizar una farmacia de venta al por menor participante de la red, por favor llame a la Atención a Clientes en myMatrixx, una compañía de Express Scripts, al 877-804-4900.

## »» To the Pharmacist:

myMatrixx, an Express Scripts Company administers this workers' compensation prescription program. Please follow the steps below to submit a claim. Standard first fill shall not exceed a 30-day supply or a cost of \$750. This form is valid for up to 30 days from date of injury (DOI). Limitations may vary. For assistance, call myMatrixx, an Express Scripts Company Customer Care at 877.804.4900.

### Pharmacy Processing Steps

Step 1: Enter BIN number 003858

Step 2: Enter processor control WC

Step 3: Enter the group number as it appears above

Step 4: Enter the injured worker's nine-digit ID number

Step 5: Enter the injured worker's first and last name

Step 6: Enter the injured worker's date of injury

### Express Scripts

ID#: \_\_\_\_\_

Your SSN is your temporary ID number; present to the pharmacy at the time prescription is filled. You will receive a new ID number shortly.

Date of Injury: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
MM/DD/YYYY

Group #: ZWNA

Employee Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Thank you** for using a participating retail network pharmacy. Even though there is no direct cost to you, it's important that we all do our part to help control the rising cost of healthcare.

*Please see other side for a list of participating retail network pharmacies.*

»» **To the Supervisor:** Please fill in the information requested for the injured worker.

### Employee Information

First M Last

Street Address or PO Box

City State ZIP

### Employer Name

\_\_\_\_\_

A & P	Drug Emporium	Longs Drug Store	Sav-On
Acme Pharmacy	Drug Fair	Major Value	Save Mart
Albertson's	Drug Town	Marsh Drugs	Schnucks
Albertson's/Acme	Drug World	Medic Discount	Scolari's
Albertson's/Osco	Eckerd	Medicap	Sedano
Albertson's/Sav-On	Econofoods	Medistat	Shaw's
Amerisource Bergen	EPIC Pharmacy	Meijer	Shop 'N Save
Anchor Pharmacies	Network	Minyard	Shopko
Arrow	FamilyMeds	NCS HealthCare	ShopRite
Aurora	Farm Fresh	Neighborcare	Snyder
Bartell Drugs	Farmer Jack	Network	Stop & Shop
Bigg's	Food City	Pharmaceuticals	Sun Mart
Bi-Lo	Food Lion	Northeast Pharmacy	Super Fresh
Bi-Mart	Fred's	Services	Super Rx
BJ's Wholesale Club	Gemmel	Osco	Target
Brooks	Giant	P & C Food Markets	Texas Oncology Srvs
Brookshire Brothers	Giant Eagle	Pamida	The Pharm
Brookshire Grocery	Giant Foods	Park Nicollet	Thrifty White
Bruno	Hannaford	Pathmark	Times
Carrs	Harris Teeter	Pavilions	Tom Thumb
Cash Wise	H-E-B	Price Chopper	Tops
Coborn's	Hi-School Pharmacy	Publix	Ukrop's
Costco	Hy-Vee	Quality Markets	United Drugs
Cub	Jewel/Osco	Raley's	United Supermarkets
CVS	Kash n Karry	Randalls	Vons
D&W	Keltsch	Rite Aid	Waldbaums
Dahl's	Kerr	Rosauers	Walgreens
Dierbergs	Kmart	Rx Express	Walmart
Discount Drugmart	Knight Drugs	RXD	Wegmans
Doc's Drugs	Kroger	Safeway	Weis
Dominicks	LeaderNet (PSAO)	Sam's Club	Winn Dixie