

## What To Do When an Injury First Occurs Checklist

Within **24 hours** of notice of an industrial injury or illness:

- Complete “Injury/Illness Report” form. If no doctor is seen or time lost from work, check the “Notice Only” box and forward to appropriate person in department.
- Enter all pertinent information in the Industrial Injury Log.
- Advise the employee to notify you if the condition worsens and a doctor is seen, or any time is lost from work due to this injury. **No other action is necessary.**

*If a doctor is seen, if the employee loses any time from work, or if the employee requests to fill out Workers' Compensation forms:*

- Call Liberty Mutual at **1-800-362-0000**.
- Provide all information requested by the Liberty Mutual Technician using the information on the completed **Injury/Illness Report form**.
- Obtain the claim/authorization number assigned by the Liberty Mutual Technician and enter it on the **Injury/Illness Report**.
- If the employee is seeking medical treatment, enter the claim number on the **Modified Work Activity Form**, and give to the employee to take to the doctor.
- Provide employee with list of **Authorized Treatment Facilities** and determine which would best suit the employee’s situation. (or have employee go to designated physician)
- Call the clinic and let them know a Monterey County employee is coming to have their injury/illness treated.
- Instruct the employee to advise the doctor to reference the claim number when corresponding with Liberty Mutual.
- Instruct the employee to have the doctor complete the **Modified Work Activity Form** before the employee leaves the office.
- Complete the State form DWC-1 (Employee’s Claim for Workers’ Compensation Benefits) with the employee.
- Give the employee a copy of the DWC-1 form.
- Provide the employee with a copy of the handout **Facts for Injured Workers**.
- Fax a copy of the DWC-1 form along with accident information to Liberty Mutual at **603-334-0231 or 603-334-0232**. Send original or copy of DWC-1 and copy of Supervisor’s Accident Investigation Report to Lucy Raney in Risk Management.

Note: NMC Occupational Medicine is located at 1441 Constitution Blvd., Salinas, CA 93905  
(831) 759-6599 and fax (831) 769-8692