



### **In an Emergency (blood loss, unconscious, etc.)**

- Call 911.
- Notify University Enterprises Inc. (UEI) Human Resources of the injury/illness at (916) 278-7003.
- If chemical use is involved, find the MSDS sheet for the product.
- Send the MSDS sheet with the employee to the medical facility.

### **Follow-Up-Post Emergency Treatment**

- Complete the Accident Report Form (requires supervisor and employee signature).
- The Supervisor and Employee must complete the Workers' Compensation Claim Form.
- Obtain a Work Status Assessment/Report for the employee from the medical facility.
- Submit the Accident Report Form, Workers' Compensation Claim Form (DWC1) and Work Status Assessment/Report to UEI Human Resources within 24 hours or one business day of the injury/illness.
- Pay the employee for date of injury/illness or the date he/she files the claim and seeks medical attention.
- Expect a follow up call from a Sedgwick Claims Administrator and UEI Human Resources.
- Obtain a Return to Work Clearance Form and submit this form to UEI Human Resources.

### **Non-Emergency**

If the employee chooses to file a workers' compensation claim:

- Ask employee if she/he wants to seek medical treatment.
- Notify UEI Human Resources of the injury/illness at (916) 278-7003.
- If chemical use is involved, find the MSDS sheet for the product.
- Give the employee the MSDS sheet to take to the medical facility.
- Give the employee the list of occupational medical facilities.
- Complete the Accident Report (requires supervisor and employee signatures).
- Complete the Workers' Compensation Report DWC1 (1-8). (Requires supervisor and employee signatures).
- Obtain a Work Status Assessment/Report from the medical facility.
- Pay the employee for date of injury/illness or the date he/she files and seeks medical attention.
- Submit the Accident Report Form, Workers' Compensation Claim Form (DWC1), Work Status Assessment/Report to UEI Human Resources and within 24 hours or one business day of the injury/illness.
- Expect a follow up call from the Sedgwick Claims Administrator and UEI Human Resources.

### **If the employee chooses NOT to file a workers' compensation claim:**

- Complete the Accident Report Form (requires supervisor and employee signatures).
- Return the Accident Report Form to Human Resources within 24 hours or one business day of the injury/illness.
- If the employee goes home for remainder of day, use sick pay or vacation pay on their time sheet.