

When an employee gets injured, what do you do?

Here are important things to remember:

1. Get immediate medical assistance.
2. Report the incident to State Fund. Provide your name and the policy number.
3. Completely fill out Form 3067 (Employers Report of Occupational Injury or Illness). If there are any witnesses, write their names on a separate sheet.
4. Send the original form to your local State Fund office. A copy of the claim report will be sent to you if the claim was reported through the Claim Reporting Center.
5. Have the injured employee fill out Form #3301-DWCI (Employee's Claim Form) within one day upon knowledge of injury or incident.
6. Keep abreast of any job restrictions by calling the doctor. If there are, look at modified work possibilities.
7. Stay in touch with the injured employee. Be available anytime the employee has some concerns about his situation.
8. Follow-up with your State Fund Claims Adjuster.

What are the items to watch for when filling out Form 3067?

1. Status of employee – Is the employee permanent full time? On a temporary basis?
2. How did the injury occur? You should be able to explain in full detail the incidents that transpired. If you doubt whether it is a legitimate claim or not, make sure you clearly state that and request for further inquiries/investigations.
3. To facilitate State Fund's investigation, make sure you provide names of witnesses including supervisors and other workers.
4. Provide other relevant information as well. This may include additional information like the employee's prior medical problems or vehicular accidents in the past.

MOST OF ALL: Keep an open communication with the injured employee. This will help you limit the cost of claims by having your employee return to work as soon as they can. Establish the trust between you and the employee.