



WORKERS' COMPENSATION EMPLOYEE QUICK GUIDE



WORKPLACE INJURIES

Employees injured on the job must notify their supervisor immediately, or as soon as possible in the case of a medical emergency. **Employees experiencing a medical emergency should seek immediate medical attention by going to an urgent care clinic, going to an emergency room, or calling 911.**

WORKERS' COMPENSATION

Employees may choose to seek medical attention through the workers' compensation system and file a workers' compensation claim after reporting a workplace injury or illness by accepting the supervisor provided On the Job Injury (OJI) Packet, including the DWC-1 claim form. This packet also contains a Medical Treatment Authorization Form listing available clinics, which will be signed by the supervisor and taken to the initial appointment.

Employees may be entitled to workers' compensation benefits such as: medical treatment, temporary disability, permanent disability, supplemental job displacement benefit, and death benefits.

EMPLOYEE RESPONSIBILITIES

Report work-related injuries or illnesses to your supervisor as soon as possible.

Seek medical treatment at a designated medical facility or pre-designated physician.

Read and complete OJI packet employee forms carefully and promptly.

Follow physician's orders and provide supervisor with a work status report after every appointment.
Failure to attend appointments may result in loss of workers' compensation benefits.

Actively communicate with supervisor and engage in the interactive process when appropriate.

CONTACT INFORMATION

Departmental Personnel Unit
See your department's directory.

Contact your department's personnel for County benefits, integration, and leave information.

AIMS - Claims Administrator
(559) 227-9972

Contact AIMS for questions concerning claim's status and workers' compensation benefits.

Human Resources - Risk Management
(559) 600-1850

Contact for workers' compensation related questions.

Information and Assistance (I&A) Officer
(559) 445-5355

Information concerning rights, benefits, and obligations under workers' compensation.

Visit the [California Department of Industrial Relations](https://www.dir.ca.gov/dwc/injuredworker.htm) information for injured workers section and review the [Guidebook for Injured Employees](#) for additional information.

[HTTPS://WWW.DIR.CA.GOV/DWC/INJUREDWORKER.HTM](https://www.dir.ca.gov/dwc/injuredworker.htm)