



WORKERS' COMPENSATION EMPLOYEE RESPONSIBILITIES

What to do if you, the employee, are injured at work?

- * Inform your supervisor immediately
- * Complete the online Employee Incident Report within 24 hours available at:
<https://www.wwps.org/resources/staff/employee-incident-report>

If no medical attention is needed stop here.

What to do if you need to go to a medical provider?

- * Inform your supervisor you are seeking medical attention right away
- * Contact ESD 112 at 1-800-749-5861 immediately to:
 - 1) Report the incident has occurred
 - 2) Provide details of the incident to the claims staff
 - 3) Obtain a claim number _____

What to do at the medical provider's office?

- * Inform the medical provider that this is a **work related incident**
- * Provide the medical provider with your claim number
If you do not have a claim number yet, call ESD 112 from the provider's office to obtain a number.
- * Instruct the medical provider to forward all information to:
ESD 112 Workers Compensation Claims Department
2500 NE 65th Ave, Vancouver, WA 98661-6812
Phone 360-750-7504; fax to 360-750-9836
- * Complete the Physicians Initial Report (PIR) provided by the doctor
- * Do NOT file an L & I State Fund claim form at the provider's office
- * Obtain the completed "Work Status Report" from the attending physician
(A physician's assistant cannot sign the work status note)
Provide a copy to your Supervisor and the original to the District Office (Tami Tucker)
- * Schedule and keep return appointments

What to do after each medical provider visit?

- * Call ESD 112 to report your return to work status (call 1-800-749-5861)
- * Fax your return to work status note to ESD 112 within 24 hours (fax to 360-750-9836)
- * Report your return to work status to your supervisor within 24 hours
- * Provide your supervisor with a copy of your work status note
- * Contact your Supervisor daily unless otherwise directed by your Supervisor

Received today:

A Guide to Industrial Insurance Benefits Employee Responsibilities