

# Responsibilities For Filing A Workers' Compensation Claim

## EMPLOYEE'S RESPONSIBILITIES

1. NOTIFY YOUR SUPERVISOR of your accident as soon as possible and assist him or her in completing an **Accident Reporting Form**. You are also responsible for completing required District of Columbia forms **DCWC Form 7 & DCWC Form 7A**. Upon completion, these forms should be forwarded to the Risk Management Office. If feasible, have your supervisor sign an **Authorization For Medical Treatment** and take it with you to your appointment.
2. NON-SERIOUS INJURIES SHOULD BE TREATED AT THE STUDENT HEALTH SERVICE (2141 K Street, NW, Suite 501, Washington, DC). Serious injuries requiring immediate medical attention should be treated at the GWU Hospital Emergency Room.
3. KEEP COPIES OF ALL RECEIPTS AND PROVIDE **ORIGINALS** TO RISK MANAGEMENT. Original receipts for out of pocket expense, such as prescription medication and medical equipment, should be sent to Risk Management for reimbursement under worker's compensation.
4. IF YOU ARE UNABLE TO WORK AS A RESULT OF YOUR INJURY, NOTIFY YOUR SUPERVISOR. Keep your supervisor informed of your progress and anticipated return to work date. You must provide your supervisor and Risk Management with a doctor's note which authorizes your absence from work.
5. IF YOU ARE ABLE TO WORK PART TIME OR CAN WORK WITH TEMPORARY JOB MODIFICATION, please notify your supervisor and Risk Management. Certain departments within the University may be able to provide temporary modified duty work for injured employees. Each modified duty work request is handled on a case-by-case basis depending on the nature and extent restrictions recommended by your physician.
6. CONTACT WITH THE CLAIMS ADJUSTOR may be necessary. Your claim is subject to investigation by the University's claims adjuster. Cooperating with the University's claims adjuster is essential to effective and timely management of your claim.

## SUPERVISOR'S RESPONSIBILITIES

1. COMPLETE THE ACCIDENT REPORTING FORM AND SEND IT TO RISK MANAGEMENT AS SOON AS POSSIBLE. Risk Management must send the Employer' First Report of Injury to the District within 14 days of the date of injury, or be subject to a penalty for non-compliance. As the supervisor, YOU are the employer. The employee has the responsibility to report the injury or illness and assist the supervisor in completing the **Accident Reporting Form**. If the employee is unable to assist you, complete the form to the best of your ability. Direct your employees with non-serious injuries to the Student Health Service for evaluation and treatment.
2. COMMUNICATE WITH RISK MANAGEMENT. Call the Risk Management Office if your employee is unable to work, or when they return to work following a work related injury or illness. Your employee is required provide you with a doctor's certificate authorizing his or her absence if they claim the time off is a result of a work-related injury.
3. COMMUNICATE WITH YOUR EMPLOYEE. Ask how they are doing, when they expect to come back to work, and have them call into work each day they are absent.
4. CONSIDER PROVIDING TEMPORARY MODIFIED DUTY WHICH WILL ALLOW YOUR EMPLOYEE TO RETURN TO WORK. Often, an employee who is unable to perform their usual work tasks can work in some capacity. View the necessary work tasks with a creative eye, or identify special projects the employee may be able to work on. Consider allowing your employee to return to work on a part time basis.

Please feel free to call Risk Management at 994-3265 with any questions you may have.