



MT. SAC NEW INJURY CHECKLIST

If injured at work, please notify your manager immediately, and then contact **Company Nurse at (877) 518-6702**. Once you have spoken to Company Nurse, please follow the steps listed below.

FORMS TO COMPLETE AND RETURN TO WORKCOMP@MTSAC.EDU:

- Worker's Comp Manager's Report
- DWC-1 Form
- General and or Kaiser Medical Release Forms
- Injury Witness Statement Form if witnessed

FORMS FOR THE EMPLOYEE TO KEEP:

- Worker's Comp Policies & Procedures
- Worker's Comp Temporary Prescription ID Card
- Prime Advantage Medical Provider

WHAT TO BRING TO THE CLINIC:

- Industrial Injury Medical Treatment Authorization
- Driver's License and or ID

IF YOU ARE NOT SEEKING MEDICAL TREATMENT:

- Complete the Worker's Comp Manager's Report
 - Complete the Declination of Medical Treatment Form
- *Both forms will need to be sent to workcomp@mtsac.edu to review

AFTER THE CLINIC:

- Contact you manager and Risk to discuss your work status report
- Keenan will contact you to take your statement and start the claim process

All Work Comp forms are located on the Human Resources website under Workers Compensation:
<https://www.mtsac.edu/hr/workers-compensation/>

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