

HOW TO FILE A WORKERS' COMPENSATION CLAIM

Report every injury to your supervisor immediately following the injury. The supervisor will complete Supervisor's Investigation Report.

If you are injured and require medical attention, complete the following steps.

- Step 1. Sign and date the Receipt of Workers' Compensation Claim Information form and return it to your supervisor or the person who gave you the claim packet.
- Step 2. Complete the Employee Claim for Workers' Compensation Benefits (DWC-1) Form with your supervisor prior to leaving for treatment. Don't forget to sign and date it.
- Step 3. Your supervisor will provide you with a Treatment Authorization Form that contains a list of authorized medical facilities where you may seek treatment. You must select one of the facilities from the list unless you have pre-designated your own physician to treat you in the event of an on-the-job injury.
- Step 4. Read the Workers' Compensation Handbook which is provided to you. It will provide information regarding your workers' compensation claim.

WARNING: The Workers' Compensation law requires the City of Stockton to pay your medical costs resulting from an on-the-job injury or illness. If you are disabled, the City is required to pay a temporary disability benefit which is a percentage of your weekly salary. Furthermore, there are rigid deadlines for the City to make these payments. If you do not complete the DWC-1 Form immediately, these deadlines are not enforceable. For your protection, complete the DWC-1 Form immediately if you require medical attention.

If you have any questions about your Workers' Compensation Benefits, please call the Human Resources Department at (209) 937-8233 and ask for Risk Services.

If you have questions about your claim, please call **CorVel Corporation: (209) 670-8135**

Rev. April 2014