

EMPLOYEE REPORTING PROCESS FOR WORK RELATED INJURIES

FIRST NOTICE REPORTING



NEW REPORTING PROCESS FOR ALL EMPLOYEES

The District will be implementing a new process for reporting work related injuries. Please follow the new process below for all work related injuries or illnesses.

- 1.** Report all on-the-job injuries or illnesses, whether you go to the doctor or not. Immediately call (Toll-Free) **1-855-495-1554**.
- 2.** Notify your supervisor immediately. Follow your department procedures.
- 3.** You must submit a work status report to your supervisor after you go to a Medical Provider Network (MPN) Clinic or Physician.
- 4.** After the initial medical appointment, future appointments should be scheduled not to conflict with your work schedule.
- 5.** The FCSIG Workers' Compensation Claims Administrator is TRISTAR Risk Management. For follow-up information on your claim, call **(559) 432-1260**.
- 6. LIFE- OR LIMB-THREATENING EMERGENCIES:**
Call 911 or go to the nearest medical facility. Immediately notify your supervisor. Supervisor or designee will report injury to (Toll-Free) **1-855-495-1554**
- 7.** For NON-LIFE-THREATENING EMERGENCIES and AFTER HOURS CARE, go to the closest hospital. Follow-up care must be provided by one of the designated providers.

SUPERVISORS
PLEASE POST

REPORT TO: (TOLL-FREE) 1-855-495-1554