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Workers' Compensation Claim Reporting Procedures **(RSK-P207)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

1.1 The process by which employees report work related injuries.

**2.0 RESPONSIBILITY:**

2.1 Clerk III

2.2 Payroll Technician

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**3.0 APPROVAL AUTHORITY:**

3.1 Director of Risk Management

**4.0 DEFINITIONS:**

4.1 TPA – Third Party Claims Administrator (Self-Insured)

**5.0 PROCEDURE:**

5.1 All employees receive information bulletin on reporting procedures.

5.2 All work related injuries must be reported directly to supervisor or site administrator.

5.3 Employee to contact TPA immediately at 643-9299

5.3.1 If medical treatment is necessary, TPA will provide instructions.

5.4 TPA enters employee information into their system.

5.5 TPA will mail all required forms to injured worker.

5.6 TPA contacts employee for any necessary follow up.

5.7 If treatment is necessary, physician sends all medical information to TPA.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Form 5020 – State Reporting Form

6.2 Physician Work Status Reports/Temporary Duty Plan RSK F202A

6.3 DWC-1 State Form

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Form 5020	Scanned & shredded			
Physician Work Status Reports				
DWC-1				

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/29/03	NC	
11/19/04	A	
3/25/08	B	Updated to reflect process with new TPA vendor
1/12/2009	C	Updated to reflect new processes in place with TPA

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