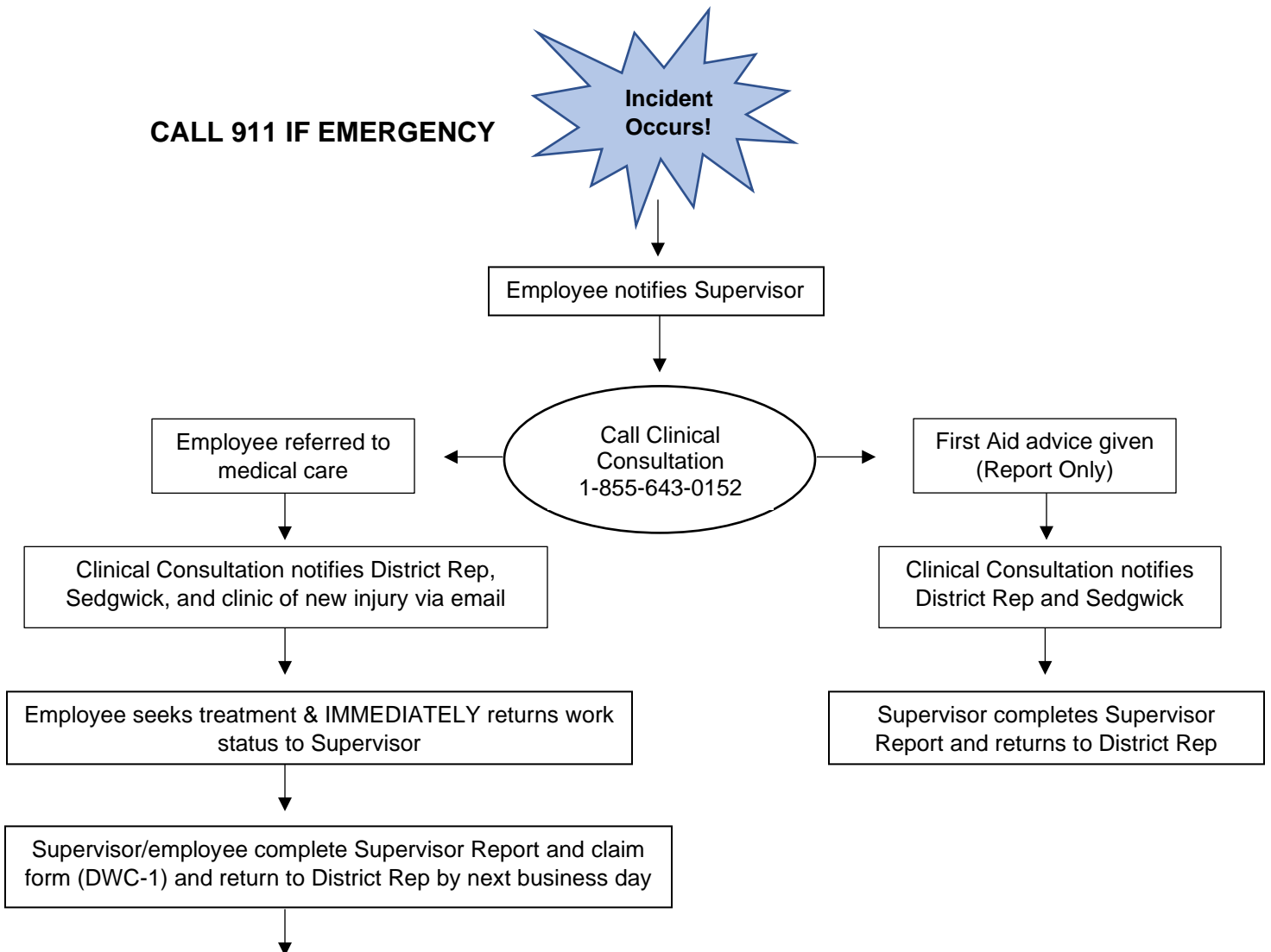


WHAT TO DO WHEN AN INJURY OCCURS

CALL 911 IF EMERGENCY



Instructions for the District Representative:

- Clinical Consultation will alert the occupational medicine provider prior to the arrival of the injured employee.
- Clinical Consultation will generate a Report of Injury and submit to Sedgwick (Form 5020).
- After the claim has been submitted, email the claim documents including the DWC-1 Claim Form, Supervisor's Report, any medical reports or work status to OSCWest@yorkrisk.com.

Forms to complete if Medical Treatment:

Supervisor:

1. Supervisor's Report
2. Employer portion of DWC-1

Employee:

1. Supervisor's Report
2. Employee portion of DWC-1

District Representative:

1. Email claim documents to Sedgwick
2. Print wage statement / payroll log if requested by Sedgwick