

# EMPLOYEE / VOLUNTEER COPY

## INDUSTRIAL INJURY CHECKLIST

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*This form is to be provided to ALL EMPLOYEES with job related injuries*

1. **WHEN INJURED:** To protect your claim, notify your Supervisor of ALL incidents no matter how minor they may seem at the time. A **C-1 Form** should be completed, signed by your supervisor and forwarded to Human Resources. Please retain a copy for your records.
2. **GO TO THE DOCTOR IF NECESSARY:** Employees and volunteers are expected to use the County's designated physician(s) or hospital(s) whenever possible. Be sure to inform the treating physician that your injury is work related. The doctor's office will complete a **C-4 Form** at the time of your visit. They will fax a copy to our office at (775) 782-4056. Please retain a copy for your records.
3. **INSURANCE ADMINISTRATOR:** Physicians should forward their forms to our office or Douglas County's third party administrator, CCMSI. For further details, they may contact Human Resources at 782-9860.
4. **TIME OFF WORK:** A medical release Form is required from your doctor for any time off work or restricted light duty. The form should state the date of your first day off work and the estimated date you will return to work. This original notice should come to our office. Without the C-4 and the Medical Release Form, no compensation check can be prepared.
5. **FMLA:** Employees placed off work for three or more days for industrial injuries will automatically be placed on FMLA (Family Medical Leave Act). For further details on FMLA, please refer to Policy No. 200.40 or contact Human Resources.
6. **LIGHT DUTY:** Active employees get well faster. Douglas County will encourage light duty. If the "Return to Work Release" is for light duty, the physician must specify all work restrictions and these instructions must be followed by the injured employee.
7. **TURN IN FORMS:** Bring all forms to the Human Resources division immediately. Human Resources will forward the forms to the necessary location. Following these guidelines will help to ensure prompt coverage on your industrial injury.

### IMPORTANT – DISABILITY WAGES ?

- If an employee is off **up to 40 consecutive scheduled hours only**, they will be required to utilize their sick leave benefits to receive regular compensation. Non-benefited employees will not be paid.
- If an employee is **40 or more consecutive hours** and the claim is accepted, our carrier may pay 66 2/3% of the employee's deemed wages, retroactive to the first day the employee is off work, per NRS.
- To utilize your sick leave and receive compensation for the one-third (1/3) lost pay, you must sign an **AUTHORIZATION TO REDUCE SICK LEAVE** form for the Payroll Division.

### DESIGNATED PHYSICIANS:

IN THE VALLEY: CARSON VALLEY MEDICAL CENTER AT IRONWOOD  
DR. CAROL COATS PH: (775) 782-1615  
897 IRONWOOD DR., MINDEN, NV 89423

AT THE LAKE: BARTON MEMORIAL HOSPITAL  
2170 SOUTH AVE. PH: (530) 542-3000  
SOUTH LAKE TAHOE, CA 96150

\* \* \* IMPORTANT \* \* \*

These forms should be returned to Human Resources within **48 hours** of the date of the injury. If the injury is not reported in a timely manner as required, Douglas County may be **fined \$1,000**.

*Questions? Please contact Human Resources at 782-9860.*