

# **SUPERVISOR'S INDUSTRIAL INJURY CHECKLIST**

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- 1. Ensure the employee receives medical treatment if necessary! Instruct the individual to use the county's designated physician and inform the physician that the injury is workers compensation.
- 2. *Immediately* have the Employee complete a **C-1** and send to Human Resources. The C-1 requires a supervisor's signature. Give the employee a copy for their records. **You may fax this form (775-782-9083) and forward the original inter-office mail.**
- 3. If and/or when employee goes to the Doctor, fill out and forward the **C-3** to Human Resources within 48 hours. **This form should NOT be completed by the employee; a supervisor should complete the form.**
- 4. Make sure the employee obtains a **DOCTOR'S RELEASE FORM** detailing off-work status or ability to return to work. The **DOCTOR'S RELEASE FORM** should include the following: Name, Address and Phone Number of attending physician; dates employee will be off work; date employee can return to work; dates for follow-up, if known; and light duty restrictions, if any. Please note: A disability check is not issued until the doctor's note is on file with Human Resources and our insurance administrator.
- 5. Forward the original copy of the **DOCTOR'S RELEASE FORM** to Human Resources immediately and keep a copy for your records.

## **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 (775) 782-9860.***