

## WHAT TO DO IN CASE OF INJURY

1. Take care of the injured employee. Send the injured worker with an Authorization for Examination or Treatment form to our medical provider to get medical treatment. Copies of the form can be found on the ASC website under HR forms. Our medical provider is St Jude Heritage Medical Group:

**St Jude Occupational Health Services**  
**Injury care M-F 7am to 7pm**  
**2251 N. Harbor Blvd.,**  
**Fullerton, CA 92835**  
**714-449-6200**

2. Fill out the following forms within 1 working day of the injury:

**Supervisor's Accident/Injury Form** (can be found on the internet under HR Forms)

**DWC Form 1** - <http://www.dir.ca.gov/dwc/DWCForm1.pdf>

**Form 5020** (can be found on the internet under HR Forms)

### **Completing the Supervisor's Accident/Injury form**

- The Employee fills out section 1 – 8.
- The employer fills out section 9 – 12 and Sections 14 - 17 when you give the Claim Form to the employee.
- Section 13 can be completed once the employee returns the Claim Form back to the Employer

### **Copies of the form shall be distributed as follows:**

- Employee Copy: Give the Employee a copy of the DWC1 with the Employer information filled in as noted above. Also provide the Employee with the top two pages of the form, "Notice of Potential Eligibility"; this information explains the employee's benefits.

3. Inform HR of the injury and submit a copy of the Supervisor's Accident/Injury Form, Form 5020 and the DWC Form 1 to Erika Mena, HR/Benefits Coordinator within 1 working day of the injury.

**Erika Mena**  
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**[emena@fullerton.edu](mailto:emena@fullerton.edu)**

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