

OXY Workers' Compensation Claim Process

STEP 1

Employee Reports Injury

- Supervisor refers employee to Emmons Wellness Center
 - 911 is called in case of emergency & Campus Safety is notified
 - Human Resources Benefits Coordinator is notified when employee refuses to seek medical attention
- Injured worker completes Employee Accident Report and WC forms
- Supervisor completes Supervisor's Report of Accident and submits it to the Human Resources Benefits Coordinator

STEP 2

Injured worker is treated

- Injured worker is treated in Emmons Wellness Center
- If injury is beyond first aid, employee is referred to Glendale Occupational Medical Group

STEP 3

Human Resources Reports Claim

- Human Resources Benefits Coordinator gathers required paperwork and reports injury to workers' compensation insurance company
- WC insurance company creates a claim number and contacts HR Benefits Coordinator and injured worker to obtain more details about the injury

STEP 4

WC Doctor Provides Work Status

- HR Benefits Coordinator receives employee's work status and communicates status to injured worker's supervisor
- Supervisor determines if restrictions can be accommodated
- HR Benefits Coordinator notifies employee if modified work can be accommodated and employee either returns to work or remains off work

STEP 5

Injured Worker Continues Medical Treatment

- Employee continues to work or remain off work and attends medical follow-up appointments and therapy sessions when necessary
- HR Benefits Coordinator continues to update supervisor with employee's work status after each follow-up appointment
- If employee is working, supervisor checks-in with employee to make sure that employee is successfully working within modified work restrictions
- Any concerns regarding employee's work restrictions are discussed with HR Benefits Coordinator and HR Benefits & Compensation Manager

STEP 6

Injured Worker is Discharged & Claim Closes

- Treating doctor will determine when employee has reached their maximum improvement status and discharge employee with or without permanent work restrictions
- If there are no permanent restrictions, employee returns to their regular job
- If permanent work restrictions are provided, Human Resources will work with supervisor to determine if permanent restrictions can be accommodated
- Supervisor, HR, and employee will engage in interactive process to discuss permanent work restrictions and notify employee if work restrictions can be accommodated long term
- Final decision on accommodating work restrictions is communicated to the WC insurance company and claim is eventually closed