



Desert Sands Unified School District

47-950 Dune Palms Road • La Quinta, California 92253
Workers' Compensation Coordinator – (760) 771-8545 -- FAX: (760) 771-8547


Workers' Compensation Employee Procedures

Determining Severity of Injury

Once an injury occurs or is discovered by the worksite, the next step needs to be determined.



REMEMBER! For emergencies or immediate medical treatment, call 911 or 9-911 Immediately! (*Refer to 911 protocol*)

-Injury Report Only?  No medical treatment needed or required at this time.

-Requesting Medical Treatment?  Medical treatment is required or needed.



Injury Report Only



If the injured employee is not requesting medical treatment, injury report forms are required. This ensures future medical treatment, if needed. The employee has up to one (1) year from the date of injury to seek medical treatment.

-Complete the [DSUSD Employee Injury Report](#) (paper version).

Or

-Visit Risk Management online to complete the DSUSD Employee Injury Report (Online) at <http://www.dsusd.us/wcinjury> .

-Complete [DSUSD Declination of Medical Treatment](#).

Medical Treatment

If it is determined that medical treatment is necessary or requested by the employee, the employee needs to notify their supervisor/site administrator and seek coverage if needed. Refer to “Company Nurse” for additional information/support and further instructions.

-Contact “[Company Nurse](#)” at **1-877-518-6702**. Use DSUSD’s Search Code: **QS729**

-Visit authorized occupational facility (No appointment needed).

-Complete [DSUSD Employee Injury Report](#) (paper version).

Or

-Visit Risk Management online to complete the DSUSD Employee Injury Report (Online) at <http://www.dsusd.us/wcinjury> .

-Visit Risk Management for completion of additional forms. **(Prior to reporting back to School Site/Department)**

Employee Work Status Report

-After each appointment, employees are required to provide Risk Management a work status report from the treating physician or occupational clinic. **(Prior to reporting back to School Site/Department)**

-The employee also provides a copy of the work status report to the immediate supervisor/site administrator.

Workers' Compensation Medical Appointments

Scheduled workers' compensation appointments are to be kept and attended. Failure to attend and/or reschedule appointments may affect the overall recovery process of an injured employee. Furthermore, multiple unattended or rescheduled appointments may result in, inaccurate accommodations/restrictions for Modified Duty.

-In the days prior to the scheduled appointment, employee is to coordinate with immediate supervisor/site administrator for required or needed coverage.

-The employee is also to communicate with assigned department/site about appointment status also notifying Risk Management.

-Employees are to return to their assigned department/site after visiting Risk Management. No additional time is approved without prior approval from physician. No detours are permitted.

**Note – Failure to provide Work Status Reports to Risk Management may affect benefits*

“Workers’ compensation fraud is a felony, anyone who knowingly files or assists in the filing of a false workers’ compensation claim may be fined up to \$50,000 and sent to prison for up to five years”

(Insurance Code section 1871.4)