



Desert Sands Unified School District

47-950 Dune Palms Road • La Quinta, California 92253

Workers' Compensation Coordinator – (760) 771-8545 -- FAX: (760) 771-8547

Desert Sands Unified School District Workers' Compensation Employee Procedures

Determining Severity of Injury

Step 1) Emergency/Immediate Need – STOP! Call 911 or 9-911 Immediately!

(Reminder – refer to 911 protocol)

Step 2) Injury report only – no medical treatment required at this time

Step 3) Medical treatment required or needed

Injury Report Only

Step 1) Employees are to notify their immediate supervisor/site administrator and,

Step 2)

a) Employees are to contact “Company Nurse” at 1-877-518-6702. Use DSUSD’s Search Code: QS729,

or

b) Visit DSUSD-Risk Management website to complete “Employee Injury Report” at <http://www.dsusd.us/wcinjury>

Medical Treatment

Upon completing a “Company Nurse” interview/determination, reports are sent to Risk Management and the primary occupational facility with recommendations given to employees.

Step 1) Notify your designated supervisor/site administrator.

Step 2) Employees are to contact “Company Nurse” at 1-877-518-6702. Use DSUSD’s Search Code: QS729



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Step 3) Visit authorized occupational facility.

Step 4) Complete any additional test(s) ordered for that day by treating physician prior to visiting Risk Management (if necessary).

Step 5) Visit Risk Management for completion of additional forms.

Employee Work Status Reports

Step 1) After each appointment, employees are required to provide Risk Management a Work Status report*

Step 2) Provide a copy of your Work Status report to your immediate supervisor/site administrator.

Medical Appointments

Step 1) Days prior to an assigned appointment time, coordinate with immediate supervisor/site administrator for required or needed coverage.

Step 2) Employee is to communicate with their assigned department/site about the appointment

Step 3) Employee is to communicate with Risk Management about the appointment.

Step 4) Employees are required to immediately return to their assigned department/site after visiting Risk Management.

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

For more information contact:

Risk Management
Workers' Compensation Coordinator
workers.comp@desertsands.us
760 771-8545