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# MT. SAC NEW INJURY CHECKLIST

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If injured at work, please notify your manager immediately, and then contact **Company Nurse at (877) 518-6702**. Once you have spoken to Company Nurse, please follow the steps listed below.

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## FORMS TO COMPLETE AND RETURN TO RISK MANAGEMENT:

- Worker's Comp Manager's Report
- DWC-1 Form
- General and or Kaiser Medical Release Forms
- Injury Witness Statement Form if witnessed

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## FORMS FOR THE EMPLOYEE TO KEEP:

- Worker's Comp Policies & Procedures
- Worker's Comp Temporary Prescription ID Card
- Prime RX Letter
- Prime Advantage Medical Provider

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## WHAT TO BRING TO THE CLINIC:

- Industrial Injury Medical Treatment Authorization
- Driver's License and or ID

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## IF YOU ARE NOT SEEKING MEDICAL TREATMENT:

- Complete the Worker's Comp Manager's Report
- Complete the Declination of Medical Treatment Form

\*Both forms will need to be sent to Risk Management to review and keep on file

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## AFTER THE CLINIC:

- Contact you manager and Risk to discuss your work status report
- Keenan will contact you to take your statement and start the claim process

\*All Worker's Compensation Forms and Information are located on the Risk Management Website: <https://www.mtsac.edu/risk/workers-compensation.html>