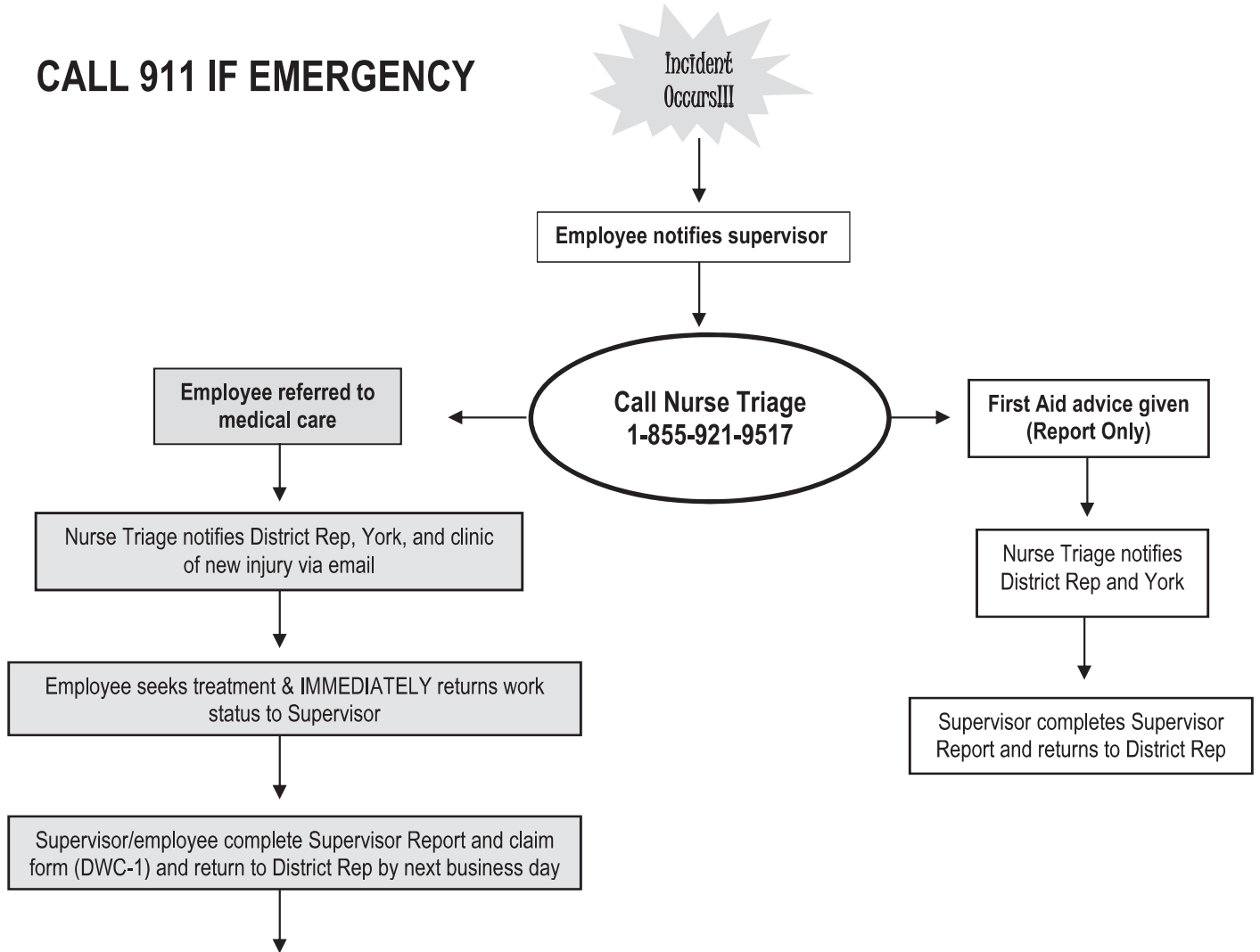


# WHAT TO DO WHEN AN INJURY OCCURS

## INJURY FLOW CHART

**CALL 911 IF EMERGENCY**



### Instructions for the District Representative:

- Nurse Triage will alert the occupational medicine provider prior to the arrival of the injured employee.
- Nurse Triage will generate a Report of Injury and email the District Representative advising them to submit the Report of Injury (Form 5020) via the York website.
- After the claim has been submitted, email the claim documents including the DWC-1 Claim Form, Supervisor's Report, any medical reports or work status to OSCWest@yorkrisk.com.

### Forms to Complete if Medical Treatment:

**Supervisor:**

1. Supervisor's Report
2. Employer Portion of DWC-1

**Employee:**

1. Supervisor's Report
2. Employee Portion of DWC-1

**District Representative:**

1. Submit Report of Injury (Form 5020) sent by Nurse Triage
2. Email claim documents to York
3. Print wage statement / payroll log if requested by York