

The Douglas County Safety Committee Presents.....

7 STEPS TO A SPEEDY RECOVERY - WORKPLACE INJURIES

- STEP 1:** Report the injury/illness to your supervisor immediately.
- STEP 2:** Obtain the Workers' Comp Packet from your supervisor.
- STEP 3:** Seek medical treatment immediately (see provider list below)
- STEP 4:** Return physician's note (return to work notice) to your supervisor.
- STEP 5:** Attend to all medical appointments.
- STEP 6:** Keep Human Resources apprised of your status and maintain an accurate timesheet.
- STEP 7:** Before returning to light or full duty, you must have a written release from your physician.

**Safety
is No
Accident!**

FILING WORK RELATED INJURIES:

- **When injured:** To protect your claim, notify your supervisor of ALL incidents no matter how minor they may seem at the time. A C-1 Form should be completed, signed by your supervisor and forwarded to Human Resources within 7 days of your injury. Retain a copy for your records.
- **Go to the doctor if necessary:** Please use the treatment centers listed below when injured. Be sure to inform the physician that your injury is work related. Their office will complete a C-4 Form and fax us a copy. Retain a copy for your records.
- **Time off work:** A medical release form is required from the physician for any time off work or light duty.
- **Light Duty:** Active employees get well faster; Douglas County will encourage light duty. If your physician recommends light duty, they must specify all work restrictions. These restrictions must be followed.
- **Documentation:** Turn in all forms to your supervisor and Human Resources.
- **Following these guidelines** will help to assure prompt coverage on your injury.



INSURANCE ADMINISTRATOR: CCMSI

P.O. Box 20068
Reno, NV 89515
(775) 324-3301 Fax (775) 324-9893

QUESTIONS?

Douglas County Human Resources
1594 Esmeralda Avenue
P.O. Box 218
Minden, NV 89423
(P) 775-782-9860 (F) 775-782-9083

INITIAL MEDICAL CARE TREATMENT CENTERS:

Carson Valley Medical Center Occupational Health
897 Ironwood Drive
Minden, Nevada
(775) 782-1615

Barton Memorial Hospital
2170 South Avenue
South Lake Tahoe, California
(530) 542-2000