



# NORTH CENTRAL ESD WORKERS' COMPENSATION POOL

*Providing Risk Management Services To Reduce On-The-Job Injuries*

## WHAT TO DO IF YOU HAVE AN ON THE JOB INJURY



**If emergency medical care is needed, CALL 911 immediately and have someone notify your Supervisor**

*\*Your Supervisor or someone from the District Office will make arrangements to get the WC paperwork to you.*

**If emergency care is NOT needed, report the incident to your supervisor and complete the Employee Incident Report.**

*\*Send to District Office*

**Before going to the doctor, obtain a WC Claims Packet from building or District Office**

**Leave the completed SIF-2 & the Supplement to the SIF-2 forms at District Office**

**Take SIF-2 (pink copy), PIR, & PCE form to your doctor's appointment**

**Return to District Office immediately following all appointments with the PCE or APF, plus any notes from your doctor releasing or any restrictions**

**If your doctor restricts you from work you will receive a phone call from the Claims Manager at Tristar Risk Management**

**Investigation of ALL claims is a normal part of the WC claims management process.**

You **may**:

- Receive additional forms by mail to complete.
- Have a recorded statement taken.
- Be scheduled for an IME.

**Report the incident to your supervisor immediately and fill out the Employee Incident Report form together**

*\*Send to District Office*

**No additional paperwork is required at this time**

*\*If you need medical attention in the future, please follow the steps on the left side of this process*

### District Office:

- ★ **Send claim to NCESD for handling by Tristar Risk Management**  
*(SIF-2, supplement to SIF-2, PCE, APF, doctor notes and in house Employee Incident Report)*
- ★ **Notify NCESD if employee is unable or does not return to work**

**WC CLAIMS PACKETS ARE AVAILABLE FROM:**

**DISTRICT CONTACT PERSON:**

### Abbreviations:

- IME = Independent Medical Exam
- PCE = Physical Capacity Evaluation for Return to Work
- APF = Activity Prescription Form
- PIR = Physician's Initial Report
- SIF-2 = Self Insurer Accident Report
- WC = Workers' Compensation