

No Medical Attention Needed

- Employee must document the injury by **calling Company Nurse** at (855) 602-5267, Search Code: VCS11.
- Supervisor must complete the **Supervisor's Report of Accident** form. *This is a confidential report and should not be completed by or given to the injured employee.* Send the form to Risk Management.

Non-Emergency Medical Attention Needed

- Employee must document the injury by **calling Company Nurse** at (855) 602-5267, Search Code: VCS11.
- Supervisor must complete the **Supervisor's Report of Accident** form. *This is a confidential report and should not be completed by or given to the injured employee.*
- Immediately report the injury to Risk Management: Risk Manager x261.
- If medical treatment is provided, the employee may need to see Risk Management to complete any necessary paperwork.

Emergency

- If necessary, call 9-1-1
- Report the injury immediately to Risk Management: Risk Manager x261.
- The employee or Supervisor must **call Company Nurse** at (855) 602-5267, Search Code: VCS11 with any information regarding the incident once the situation has stabilized.
- Risk Management will ensure the proper workers' compensation paperwork is provided to the employee.
- Supervisor must complete the **Supervisor's Report of Accident** form. *This is a confidential report and should not be completed by or given to the injured employee.*
- Send all forms and reports to Risk Management.

After All Medical Treatments

It is the employee's responsibility to give their supervisor, principal, or designee a copy of their doctor's medical status report after every appointment. A copy of the medical status report must be provided to Risk Management. As needed, the accommodation of a new or modified work restriction may be discussed between the injured employee, the supervisor, and Risk Management. After the initial doctor's visit, all future medical appointments must be made **outside** of work hours.

Risk Management Contact

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