

# EMPLOYEE REPORTING PROCESS FOR WORK-RELATED INJURIES

## FIRST NOTICE REPORTING



**SUPERVISORS  
PLEASE POST**

### UPDATED REPORTING PROCESS FOR ALL EMPLOYEES

The District will be implementing a new phone number for reporting work-related injuries. Please use the new phone number below for all work-related injuries or illnesses.

1. Report all on-the-job injuries or illnesses, whether you go to the doctor or not. Immediately call (Toll-Free) **1-(844) 752-0415**.
2. A Registered Nurse will answer your call, initiate the claim and assist with determining the appropriate medical provider.
3. Notify your supervisor immediately. Follow your department procedures.
4. You must submit a work status report to your supervisor after you go to a Medical Provider Network (MPN) Clinic or Physician.
5. After the initial medical appointment, future appointments should be scheduled not to conflict with your work schedule.
6. The Workers' Compensation Claims Administrator is TRISTAR Risk Management. For any follow-up information or questions regarding your claim, call **1-(559) 432-1260** to speak with the claims team.
7. **LIFE- OR LIMB-THREATENING EMERGENCIES:**  
**Call 911** or go to the nearest medical facility. Immediately notify your supervisor. Supervisor or designee will report injury to (Toll-Free) **1-(844) 752-0415**.
8. For **NON-LIFE-THREATENING EMERGENCIES** and **AFTER HOURS CARE**, go to the closest hospital. Follow-up care must be provided by one of the designated providers.