

## Filing a Workforce Safety & Insurance Claim

If a work related injury requires medical care, you must file a worker's compensation claim.

### Time Frames for Filing a Claim:

- WSI encourages injured workers to immediately (**within 24 hrs of occurrence & after medical treatment is received**) file a claim with WSI. Immediate notification allows for more effective management of the claim.
- If you intend to file a claim, notify your supervisor and the risk manager immediately. They will ensure that the process is completed accurately.



### Instructions:

1. Whenever possible, you & your supervisor should complete the claim forms together.
2. Take a C3 form (sfn58550) with you to your doctor's appointment for the doctor to complete. The form is available from your supervisor or the Auditor's Office.

WSI will review your claim and make the decision to award or deny benefits based on the information submitted and their investigation.



## Return to Work

It is Cavalier County's objective to return all employees that have been injured on the job to their gainful employment as soon as possible, consistent with good medical care.

### WHY?

The injured worker benefits by being productive & staying connected to their job & co-workers. Research also shows that with each week absent, the chance of ever returning to work declines, with the chance of returning to work after a 12 week absence being only 50%.

To ensure a smooth return to work, the chain of communication between you, your doctor, your supervisor and the Risk Manager must remain intact. The most important part of the communication chain is you.



### Your Responsibilities

*The C3 form is the best tool to use to ensure that your work restrictions are clearly communicated. Most doctor's offices will have the C3 on hand, or you can request a blank form from your supervisor or the Auditor's office.*

1. Ensure that work restrictions are addressed at every doctor's appointment.
2. Do not leave your appointment without a copy of your work restrictions
3. Forward a copy of your restrictions to your supervisor & the risk mgr. after each appointment.
4. Follow all restrictions, both at work & at home.

## Temporary Disability Payments

If your doctor orders you not to work for 5 or more calendar days in a row because of a work related injury & your claim has been accepted by WSI, you may be eligible for temporary disability payments equal to approximately 2/3 of your present salary.

If you have any questions regarding this policy please contact the risk manager, Lisa Gellner, at: 701-256-2229



### Cavalier County's Responsibilities

1. Provide your physician with job descriptions & examples of transitional work that is available.
2. Make every effort to accommodate temporary restrictions.
3. If necessary, ask for a return-to-work case manager be assigned to your claim.

### Your Check List

1. Work safely.
2. Report all Near Misses immediately.
3. Report any injury to your supervisor immediately
4. Seek first aid or medical attention, if necessary & in compliance with Cavalier County's DMP requirements.
5. If you see medical attention, file a workers compensation claim with WSI.
6. Ensure that work restrictions are addressed at every doctor's appointment, the restrictions must be reported to your supervisor & the risk manager.
7. Follow all restrictions, both at work & at home.



## CAVALIER COUNTY RISK MANAGEMENT

It is the policy of Cavalier County to protect the safety and health of it's most valuable asset, its employees.

All employees share this obligation.

This brochure is a quick reference for employees. For comprehensive safety information, please contact your supervisor.

## Injury Prevention

Cavalier County considers these rules as minimum safety standards for usual work conditions and shall be adhered to by all employees.



### General Safety Rules



1. Participate in safety training as necessary.
2. Know & follow all safety regulations pertaining to your job.
3. Wear appropriate personal protective equipment in accordance with the job duty that you are performing.
4. Notify your supervisor if you feel you do not have adequate safety protection in any work activity.
5. Report ALL accidents, injuries & near misses in the work place immediately to your supervisor.
6. Follow proper lifting techniques and body mechanics.
7. Refrain from horseplay or other acts that have an adverse bearing on the safety or well-being of an employee or co-worker.
8. Wear your seat belt whenever occupying a vehicle.
9. Maintain a neat and orderly work area in compliance with building & fire codes.

### Report Near Misses

All employees must IMMEDIATELY report unsafe conditions and/or circumstances related to a "Near Miss" to their supervisor so that appropriate action can be taken. Reporting a "Near Miss" can help prevent injury, or even death to yourself or other co-workers.

## Injury Reporting & Treatment

### Reporting

- In an emergency, you should seek immediate medical care at the nearest emergency room & notify your supervisor.
- In non-emergencies, notify your supervisor before seeking medical care. Immediate notification allows your supervisor to provide first aid on site, coordinate transportation for medical care & provide you with the necessary forms if medical treatment is necessary.

**An unreported injury can not be investigated, nor can its cause be corrected.**

- For "Near Misses" & injuries that *do not require immediate medical attention*, but are significant and may eventually require medical attention, an incident report must be filed within 24 hrs.
- If a work related injury *requires medical care*, you must file a claim within 24 hrs of the injury.

### Treatment

If non-emergency medical attention is needed, and the injury has occurred during normal business hours, call one of Cavalier County's Designated Medical Providers and arrange to be seen by a Physician.

- If exposed to bodily fluids, go to the Cavalier County emergency room for evaluation & treatment.
- In an emergency go to the nearest Emergency Room.



## Designated Medical Provider

Cavalier County participates in the WSI Risk Management Program. This program helps us provide a safer workplace and also effectively handle work-related injuries.

As a participant in this program, we have selected the following Designated Medical Providers (DMP) to treat work related injuries.

### KEYSTONE CHIROPRACTIC

701-256-2720

602 3rd St  
Langdon, ND 58249

### CAVALIER COUNTY MEMORIAL HOSPITAL & CLINICS LANGDON, ND 58249

701-256-6120

909 2nd St.  
Langdon, ND 58249

The DMP program allows the provider to better understand our work environment and the duties of the various jobs our employees perform. This will help the provider to better assist an injured worker in returning to work after a work related injury.

*Emergency care, inquiries that occur after normal business hours & body fluid exposures are exempt from the DMP requirement.*

Employees have the right to select an alternated medical provider.

This selection must be made in writing, prior to an injury occurring. Please contact the Cavalier County Auditor's Office for the alternate selection form.

**NOTE:** WSI may not pay for medical treatment from another provider unless you have selected this provider in writing, prior to the injury occurring.

Please keep a copy of your selection on hand in the event you need to seek medical treatment.



*Cavalier County Risk Manager:*

*Lisa Gellner*

*701-256-2229*

*lgellner@nd.gov*