

# Filing a Workers' Compensation Claim

## **If you are seeking medical attention due to a work-related injury:**

- Inform your supervisor right away that you have been injured and that you are going to seek medical attention.
- You and your supervisor will complete the ISD Employee Incident/Accident Report within 72 hours of incident.
- Go online to [www.pswct.org](http://www.pswct.org) and choose the option to "Click Here to File an Online Claim"
- See enclosed "Employer User Guide – Reporting an Incident" document for step by step directions on filing your claim.
- A SIF-2 will be generated from the information you provide on the incident report.  
**(Be sure to follow the instructions to electronically sign the form – this is REQUIRED.)**
- Either take the orange folder containing the Providers Initial Report (PIR), Activity Prescription Report (APF) and the Corvel Pharmacy First Fill prescription letter with you to the doctor OR print off the forms from the pswct.org website.

## **Once at your doctor's office:**

- Give the doctor the PIR and APR forms and the doctor will complete their sections.
- Before leaving the doctor's office, obtain a note releasing you back to work, either full or light duty.
  - If you are being returned to work on light duty status, be sure your doctor clearly provides the parameters of your restrictions and the length of time for these restrictions.
  - If you are NOT being released back to work, be sure to obtain a note releasing you from work with a date that you are expected to return to work (either full or light duty). This date can be changed later by your doctor, but any missed work (time loss) needs an end date provided. Please note: a physician's assistant CANNOT sign a work status note.

## **Next Steps:**

- Provide your supervisor with a copy of the doctor's note the next day after you see your doctor.
- Send a copy of your note to Natalie Fowler in Human Resources so it can be uploaded into the PSWCT system.
- If you miss any work due to accident/injury (time loss), you will be contacted by Payroll/Benefits and asked to complete the "Leave Claim Form for Time Loss Due to Injury" form.
- Always keep your Supervisor and Human Resources informed of the progress of your injury and the anticipated date of your return to work.

We wish you a successful and speedy recovery. If you have any questions, please contact your supervisor or Natalie Fowler, Director of Human Resources at 425.837.7054.