



Worker's Compensation Quick Reference Sheet

Only applicable if someone's illness or injury is directly related to their work or workplace

Does not apply if an incident occurred on "off time"

Does not apply if it's a pre-existing condition

Other than a life-threatening injury ALWAYS call HQ prior to taking anyone to seek medical attention

Does apply to AmeriCorps members and youth members

Jessie Johnson, HR Officer: cell phone 541.654.4712

Fax 541.349.5060

Email jessicaj@nwyouthcorps.org

Injured? Follow these steps:

1. Immediately report the injury to your Woodsboss/Field Supervisor and Program Coordinator/Administrative Supervisor
 - a. If neither of them can be reached, contact the program manager for your state or Jessie (HR): **541.654.4712**
 - b. Contact the emergency phone as a last resort: **(541) 968-6520**
2. Fill out and send an incident report to your program coordinator on the same day as the injury. Email is preferable, texting can work as long as the form is legible.
 - a. If you can't get ahold of your PC send the form directly to HR:
jessicaj@nwyouthcorps.org.
3. Get medical treatment at an urgent care. Only to go the emergency room as a last resort or in extreme emergency
4. If the injury was work related, tell medical staff you sustained a work-related injury and are covered under worker's comp
5. Request a return to work release form from the treating physician
 - a. Do not leave without a work release or prescribed restrictions
 - b. Form can be found in the Red Book or requested from the physician
6. The injured worker will complete the state-based worker's comp form unless they are unable to. Send these forms to your PC or HR as soon as possible
 - a. Idaho form: Zurich, can be found in Red Book. HR will fill out the section labelled "General" and "Carrier/ Claims Admin", worker will fill out "Employee", "Occurrence", "Treatment", and "Other"
 - b. Oregon form: SAIF, can be found in Red Book. Worker will fill out "Worker" section, HR will fill out the section labelled "Employer"
 - c. Washington form: MUST be gotten from the clinic in the state of Washington. You

cannot get this form any other way, you must get it there. Worker completes the sections labelled "Worker information", "Injury information", and signature/ date.

- If the medical provider requests an insurance group ID #:
 - Idaho: 452061
 - Oregon: 452061
 - Washington: 866,071-01
- In Idaho and Oregon the worker will pay any out of pocket costs and retain receipts for reimbursement pending worker's comp approval. If the worker can't afford a payment, the CL can use the Divvy and submit a draw form to their PC as soon as the purchase is made. The worker must go through the comp claim, not their own insurance
- In Washington the initial form has a unique claim number in the top right-hand corner of the form and on the bottom right of the form (worker can remove and keep the bottom right corner with claim number if they would like for future claim related purposes. This claim number can be used at the pharmacy to pay for claim related expenses

Procedure according to state:

Washington Labor and Industries

- Fill out First Report of Accident and Injury Form (provided at healthcare facility)
- File First Report of Accident and Injury Form at the clinic or emergency room

Idaho Zurich and Oregon SAIF

- Fill out Worker section of Report of Job Injury or Illness Form (Form 801)
- Double-check that Box 22 of Form 801 is completed
- Scan Form 801 and Return to Work Release to JessicaJ@nwyoouthcorps.org
- Northwest Youth Corps will file on your behalf

Things to remember:

- HR must submit case WITHIN 24 hours. DO NOT leave the clinic until you have sent all paperwork to HR and your PC
- If worker's comp rejects the claim the worker's claim, the worker will be responsible for all costs out of pocket, not through insurance. NYC has no control over whether the claim is accepted
- Get a second and third opinion before seeking treatment. If the injured worker wants to seek medical care we will get them to an urgent care/ ER, regardless of if we think the injury/ illness warrants medical attention.

