

EMPLOYEE RESPONSIBILITIES

WHAT IS DIFFERENT? The employer used to provide the employee with the state SIF2 form.
Note that has changed. NOW the employee calls ESD 112 to report the claim and the SIF2 will be mailed to them.

WHAT TO DO IF YOU, THE EMPLOYEE, ARE INJURED AT WORK

Inform your supervisor immediately

Complete an Employee Incident Report

If no medical attention is needed, stop here

WHAT TO DO IF YOU NEED TO GO TO A MEDICAL PROVIDER

Inform your supervisor you are seeking medical attention right away

Contact ESD 112 at 1-800-749-5861 immediately to:

- ▶ **Report the incident has occurred**
- ▶ **Provide details of the incident to the claims staff**
- ▶ **Obtain a claim number**

WHAT TO DO AT THE MEDICAL PROVIDER'S OFFICE

Inform the medical provider that this is a work related incident

Provide the medical provider with your claim number

If you do not have a claim number yet call ESD 112 from the provider's office to obtain one

Instruct the medical provider to forward all information to:

**ESD 112 Workers Compensation Claims Department
2500 NE 65th Ave, Vancouver, WA 98661-6812
Phone 360-750-7504; fax to 360-750-9836)**

Complete the Physicians Initial Report (PIR – provided by the doctor)

DO NOT file an L & I State Fund claim form at the provider's office

**Obtain a note with your work status from the attending physician
(a physician's assistant cannot sign a work status note)**

Schedule a return appointment

WHAT TO DO AFTER EACH MEDICAL PROVIDER VISIT

**Call ESD 112 to report your return to work status
(call 1-800-749-5861)**

**Fax your return to work status note to ESD 112 within 24 hours
(fax to 360-750-9836)**

Report your return to work status to your supervisor within 24 hours

Provide your supervisor with a copy of your work status note