



First Evangelical Church of San Gabriel Valley

聖加路省基督教會

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Worker's Compensation Claims -procedures-

1. When the injured worker receives his/her very first medical treatment, let the medical officer know it is worker's compensation case right away. Make sure we get from the medical officer a completed "Documentation of Medical Impairment (DMI)". Injured worker needs not pay any medial bills upfront.
2. Complete Form 5020 "Employer's Report of Occupational Injury or Illness" **within 5 days** of knowledge of injury. Sample attached.
3. Injured employee completes DWC Form 1 "Employee's Claim Form" and returns it to employer. Employer completes the Employer's Section and gives employee the Employee's copy.
4. Fax the following to GuideOne Insurance within 24 hours of the accident or emergency treatment. Fax No. 800-233-2698. Tel No. 888-748-4326.
 - completed Form 5020,
 - completed DWC Form 1, and
 - the Insurance Copy of "Documentation of Medical Impairment (DMI)"
5. GuideOne Insurance should set up a Worker's Compensation Claim eight (8) business hours after receiving Form 5020 and generate a Claims Number. An adjuster should call us thereafter.
6. In the meantime, we should contact the Worker's Compensation Officer of the hospital/clinic to discuss their concerns. For Baldwin Park Kaiser Permanente, the phone number to call is 626-851-7304. (Dana at 626-851-5692 is very helpful.)
7. If the adjuster does not call, we should call GuideOne to get the Claims Number and the adjuster's information. Then call the adjuster.
8. Connect the adjuster with the Worker's Compensation Officer of the hospital/clinic.
9. According to California law, a worker cannot be denied any medical treatment costing less than \$2,000 at any medical institutes before the adjuster officially advises who is authorized to treat the worker. Once the adjuster advises on the authorized medical officer, the worker has to receive treatment from the designated doctor.