

Cornerstone Comp, Inc.

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Employer Checklist

What to Do When an Injury Occurs

- In the event of an emergency or serious injury, Dial 911.
 - Every employer shall report immediately by telephone or facsimile to the nearest Cal-OSHA District Office any serious injury or illness, or death of an employee occurring in a place of employment or in connection with any employment. **This includes if an injured worker is admitted to the hospital as a result of a work related incident.**
- *Immediately*** means as soon as practically possible, but no longer than **eight (8) hours** after the employer knows, or with diligent inquiry would have known of the death or serious injury or illness. The penalty for not reporting the injury to Cal-OSHA is \$5,000. The payment of the penalty fee is the responsibility of each employer.

 - Please see the attached list of Cal-OSHA District Offices.
- Complete the “Employers First Report of Injury” form (5020) and **submit it to Athens Administrators within 24 hours of receiving notice that an injury has occurred.** We encourage use of the 5020 online form, email or fax when submitting forms to expedite processing. You may also report the claim by calling the 24 hour claim reporting line.
 - Online Reporting: See Attachment
 - E-mail: MonumentNewClaims@AthensAdmin.com
 - Fax: (925) 521 8699
 - 24 Hour Claim Reporting: (888) 997-3767
- Direct the employee to seek medical treatment with your Preferred Medical Group or Physician. Provide the employee with an “Employer’s Approval for Medical Treatment” to expedite treatment.
- Provide the Injured Employee with the MPN Notification Form and MPN Acknowledgement Form. Once the MPN Acknowledgement Form is signed by the Injured Employee, please provide a copy of the signed MPN Acknowledgement Form to the Athens Claims Examiner.
- Within 24 hours of knowledge of an injury, provide the employee with an “Employee’s Claim for Workers’ Compensation Benefits” form (DWC-1). The form must be provided either personally or by first class mail. Keep a copy to document that the form was given.
- Upon notice of injury, immediately complete your accident investigation.
- Contact Athens Administrators immediately if the claim appears to be suspicious or questionable.
- Follow up with the employee on the results of their medical evaluation to determine if the employee is able to return to work. If not, evaluate the availability of temporary modified or alternate work.