

Alpine Union School District  
2001 Tavern Road, Alpine, CA 91901  
Human Resources Department  
Phone (619) 445-0802 Fax (619) 445-7045

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TO: All AUSD Employees

FROM: Teri Lyle- Human Resources Department

RE: Workers' Compensation Doctor Visit Process

It is our goal to ensure that you are safe and healthy on the job. Accordingly, please ensure that you use the guidelines below if you are injured at work and need to see a doctor for that injury.

**Report any work related injury to your supervisor immediately**

Your supervisor will fill out a **Supervisor's Report of Accident** and give you a Workers' Compensation Claim Form **DWC 1** along with a copy of the **Medical Provider Network locations (MPN)**. The completed **DWC 1 form** authorizes you to see a doctor in the MPN.

**In order for us to identify that you did seek treatment, you MUST return the following items to the Human Resources/Payroll Department AFTER your doctor visit as soon as possible:**

1. **DWC 1 form** with the top **employee** section filled out.
2. **Work Status Report from your doctor (Must be provided to us for each doctor visit).**

If the **Work Status Report** releases you to work with **NO** restrictions or limitations, you may return to work as usual.

If the **Work Status Report** indicates that you can report to work **with** limitations or restrictions, you must contact our Human Resources/Payroll Department to set up a work accommodation meeting to review the restrictions **before you return to work**. Our Assistant Superintendent of Human Resources and Student Services will work with you to determine if there are accommodations for modified work status or work restrictions as identified by your doctor.

**IMPORTANT:** Only the treating occupational health services doctor can give direction as to whether you are unable to return to work. If you choose to stay home additional days and your doctor has released you to work with restrictions, those days will be charged to your sick leave.

If you have any questions, please contact me at (619) 445-0802 or [tlyle@alpineschools.net](mailto:tlyle@alpineschools.net).