



Worker's Comp Protocol

1. Injured Employee reports injury to Manager ASAP
 - a. Within 24 hours of injury or whichever time is the earliest practical
2. If employee feels s/he/they need medical attention, send employee to designated Medical Provider at: _____
 - a. More serious injuries should go to nearest ER; call 911 if appropriate
 - b. Manager to complete Authorization Form and submit to Medical Provider
 - c. Manager provides DWC-1 (WC Claim Form) and Employee returns to HR within 24 hours (please instruct employee to do so)
3. Manager to complete Incident Report and submit to HR@swimoc.com within 1 hour
 - a. Include Name(s), Date, Time, Place, Injury specifics, Cause, Circumstances (weather, unruly crowd, etc)
4. HR/AmTrust Claims Adjuster to handle from that point on; will communicate any work restrictions or schedule adjustments, return-to-work date, etc. to Manager(s)

How to Find a Provider:

1. <https://amtrustfinancial.com/claims>
2. Scroll down to Find a Provider
3. Click in the appropriate Provider Directory link (National or California)
4. Click Region Search, enter Search parameters
5. Telehealth may be the best option, especially for a minor who doesn't drive