



# EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Edinburg, Texas

## Division of Workers' Compensation Program

If an employee sustains an injury while performing his/her assigned duties, please follow these steps:



1. Employee notifies his/her supervisor



2. Supervisor and nurse fill out the "Notification of on the Job Injury" form. If the report is "Record Only", please submit it to the ECISD Workers' Comp Office for filing



3. Employee takes "Notification of on the Job Injury" form to the ECISD Workers' Comp. Office, if need to be seen by a doctor. If the injury is of an emergency nature, skip step "3", call to notify the ECISD Workers' Comp Office and fax/email the injury/incident report to 316-3130



4. Employee obtains the paperwork at the ECISD Workers' Comp. Office to see the doctor



5. The Accident Investigation Form will be submitted by the employee's supervisor to ECISD Workers' Comp Office within 48 hours



6. After seeing the doctor, the employee will hand carry from the doctor's office to the ECISD Workers' Comp Office, the Work Status Report Form-DWC-73



7. A copy of the Work Status Report will be taken by the employee to their supervisor



8. If the doctor returns the employee to work under light/modified duty, the ECISD Workers' Comp Office will call their supervisor if he/she could be accommodated or a clearance form will be filled out and a copy will be taken by the employee to their supervisor



9. Employee's Supervisor will place employee back to work with the restrictions indicated on the Work Status Report, DWC-73

The return to work program on Light/Modified Duty applies to the Workers' Comp. Program only as outlined in the ECISD Workers' Compensation Regulation. Employees who are injured outside the scope of their assigned duties are not covered under the Workers' Compensation Program.

Employees who are injured while on the job may be eligible for Workers' Compensation. This is a state regulated insurance program that pays for your medical bills, medication, and replace a portion of your loss wages. Workers' Compensation is not an employee's benefit, but rather an insurance funded by the district to assist employees who are injured on the job.

### **Nondiscrimination Statement**

It is the policy of Edinburg CISD not to discriminate on the basis of gender, age, handicap, religion, race, color, or national origin in its educational programs.

Es poliza del Distrito Escolar de Edinburg el no discriminar por razones con base en genero, edad, religion, raza, color origen nacional, ni discapacidad dentro de sus programas educacionales.