



Communications Workers of America, AFL-CIO

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Local 4340

WORKERS COMPENSATION – BASIC REQUIREMENTS

1. Notify a manager or management of the accident ASAP.
2. Seek medical treatment immediately or ASAP if non-emergency. Make sure follow-up doctor will accept workers compensation and is/or a certified BWC medical provider.
3. Follow-up and make sure the accident/incident has been reported to the appropriate center unique to the employer and verify the accuracy of the report. Verify date, time, place, description and the initial injury.
4. Make sure to secure/retain copies of all related documentation from the treating medical provider and the employer.
5. Report or advise the union representative of the situation. They will refer the injured member to the Local's Workers Compensation representative. A local WC representative is at the Union hall on Wednesdays or can be reached by phone in case of emergencies that can't wait until the following Wednesday.

Please keep in mind that it is important to have knowledgeable, trained people involved ASAP. The timeliness and thoroughness of the above requirements in processing the claim with all the necessary documents will expedite the approval of the claim. This will be vital to maintaining the member's wages as well as receiving the medical treatment needed.

In Solidarity,
Nate DeLaughter, Chair
Workers Compensation Committee