



Fresno County **Economic Opportunities Commission**
Helping People. Changing Lives.

Workers' Compensation Paperwork Checklist

To be completed if medical treatment is not required:

- Notify Human Resources that there has been an injury.

Please thoroughly and legibly complete all required paperwork.

- Workers Denial of Need for Medical Care
 - To be completed by employee, and signed by supervisor.
- Form E2 – EMPLOYEE'S Report of Injury
 - To be completed by employee.
- Form S1 – SUPERVISOR'S Report of Injury
 - To be completed by supervisor.
- Fax all completed paperwork to Human Resources, and then forward the originals Human Resources.

To be completed if medical treatment is required:

- Notify Human Resources that there has been an injury.

Please thoroughly and legibly complete all required paperwork.

- Notice of Potential Eligibility
 - A copy is to be printed and given to injured employee.
- DWC-1- Worker's Compensation Claim Form
 - Employee completes the top portion; lines 1-8. Supervisor completes bottom portion; lines 9-18. Upon completion, provide employee with copy of completed DWC-1.
- Form E1 - Acknowledgement of Receipt of DWC-1
 - To be completed by supervisor, and signed by employee.
- Form E2 – EMPLOYEE'S Report of Injury
 - To be completed by employee.
- Form S1 – SUPERVISOR'S Report of Injury
 - To be completed by supervisor.
- Form S2 - Workers' Compensation Status Report
 - To be completed by supervisor.
- Form S3 - Authorization for Treatment of Occupational Injury
 - Lower box to be completed by supervisor. Do not use the upper fax information box – for HR use only.
- Fax all completed paperwork to Human Resources. Call Human Resources and notify them that the paperwork has been faxed. Once Human Resources has reviewed the faxed paperwork, they will contact you with an appointment time with the Medical Provider.
- Forward the originals of all paperwork to Human Resources.

FCEOC Human Resources
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When we share the responsibility for safety in the workplace, everyone wins!!