



EMPLOYEE'S INDUSTRIAL INJURY CHECKLIST

1. **REPORTING AN INJURY:** An employee is responsible for reporting any injury or illness incurred on the job, during the course of employment with the County, to a supervisor immediately or as soon as possible. A written C-1 report must be completed by the employee and filed with the Human Resources Department within 7 days of the incident occurring per NRS 616C.05.
2. **GO TO THE DOCTOR IF NECESSARY:** Employees and volunteers are expected to use the County's designated physician(s) or hospital(s) whenever possible (SEE DESIGNATED PHYSICIANS BELOW). The doctor's office will complete a **C-4 Form** at the time of your visit. This form must be completed within 3 working days of initial treatment per NRS 616C.040. Be sure to advise the physician's office that your injury is work related, and that CCMSI is the County's third-party administrator for worker's compensation.
3. **RETURN TO WORK NOTE:** A Return-to-Work release is required prior to an employee returning to full duty. If the Return-to-Work Release indicates light duty only, the physician must specify all work restrictions. It is the employee's responsibility to notify their Supervisor immediately of any work restriction imposed by their treating physician. If the "Return to Work Release" is for light duty, the physician must specify all work restrictions and these instructions must be followed by the injured employee. If the employee is placed on Total Temporary Disability (TTD) by their treating physician, then the employee will be paid in accordance with [NRS 616C.475](#) and the applicable bargaining unit that the employee belongs to.
4. **TURN IN FORMS:** Turn in all forms to the Human Resources division immediately. Human Resources will forward the forms to the necessary location. Following these guidelines will help to ensure prompt coverage on your industrial injury.
5. **FOLLOW-UP APPOINTMENTS:** Unless your doctor removes you from work and places you on TTD, you are expected to work with your Supervisor to schedule all follow up appointments outside of your normal work hours, or you may utilize accrued leave, beginning with sick leave. If you become eligible for Temporary Total Disability (TTD) due to the industrial injury, you should be aware of how you will be compensated while off work and we recommend that you review the applicable Collective Bargaining Agreement for your association. If an employee is off up to 40 consecutive scheduled hours only, they will be required to utilize their sick leave benefits to receive regular compensation. Non-benefited employees will not be paid. Please contact Human Resources to discuss Family Medical Leave Act (FMLA) if applicable.

PREFERRED PHYSICIANS:

IN THE VALLEY: CARSON VALLEY HEALTH (formerly known as CVMC)
OCCUPATIONAL HEALTH
DR. CAROL COATS
897 Ironwood Dr., Minden, NV 89423
MON-FRI 7:30AM-4:30PM
PH: (775) 782-1615

AFTER HOURS: CARSON VALLEY HEALTH HOSPITAL (formerly known as CVMC)
EMERGENCY ROOM
1107 HWY 395 S
GARDNERVILLE, NV 89410
PH: (775) 782-1600

AT THE LAKE: BARTON MEMORIAL HOSPITAL
2170 SOUTH AVE.
SOUTH LAKE TAHOE, CA 96150
PH: (530) 542-3000

**Questions? Please contact Human Resources at (775) 782-9860
or email Meverett@douglasnv.us or Mrenteria@douglasnv.us**