

# **SUPERVISOR'S INDUSTRIAL INJURY CHECKLIST**

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1. Ensure the employee receives medical treatment if necessary! Instruct the individual to use the county's designated physician and inform the physician that the injury is workers compensation.
2. Immediately have the Employee complete a **C-1** and send to Human Resources. The C-1 requires a supervisor's signature. Give the employee a copy for their records. **Please interoffice this form to HR once complete.**
3. Supervisor: Complete and forward the **C-3** to Human Resources within 48 hours of receiving the C-1. **This form should NOT be completed by the employee; a supervisor should complete and sign the form.**
4. Make sure the employee obtains a **DOCTOR'S RELEASE FORM** detailing off-work status or ability to return to work. The **DOCTOR'S RELEASE FORM** should include the following: Name, Address and Phone Number of attending physician; dates employee will be off work; date employee can return to work; dates for follow-up, if known; and light duty restrictions, if any.
5. Forward the original copy of the **DOCTOR'S RELEASE FORM** to Human Resources immediately and keep a copy for your records.
6. If the employee is placed on restricted duty by the physician, please contact Human Resources to discuss a formal offer of light duty to the employee.

## **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. PH: (530) 542-3000  
SOUTH LAKE TAHOE, CA 96150**

**\* \* \* IMPORTANT \* \* \***

These forms should be returned to Human Resources within **48 hours** of the date of the injury.

**Questions? Please contact Human Resources  
Phone (775) 782-9860 // Fax (775) 782-9083  
Email: [Meverett@douglasnv.us](mailto:Meverett@douglasnv.us) OR [MRenteria@douglasnv.us](mailto:MRenteria@douglasnv.us)**