



## INJURED WORKER HANDOUTS

As soon as you know one of your employees may have been injured at work, or that a crime has occurred at the workplace, please provide the following documents to the injured worker. Delivery may be made personally or by first-class mail.

### **DWC-1 – Claim Form and Notice of Potential Eligibility:**

When a workplace injury causes an employee to miss work past the employee's shift or requires any medical treatment beyond first aid, this form must be given to the injured worker or to the deceased worker's dependents within one working day of your knowledge. Then, within one working day after you receive the claim form from the injured worker, you must sign and date the form and send completed copies to Omaha National and the worker. Make sure to save a copy for your records.

### **Employee Medical Provider Network Notice:**

Give this form to an employee when you learn of a workplace injury that may require medical treatment. The notification must be provided in Spanish if the injured worker primarily speaks Spanish.

### **Notice to Victims of Workplace Crimes:**

Employers are required to provide employees who are victims of a crime at their place of employment written notice that the employees are eligible for workers compensation benefits for injuries, including psychological injuries, that may result from the crime. This notice must be provided within one working day of the crime or within one working day of the employer's knowledge of the crime.

### **Employee Acknowledgement Form – Part Two:**

Have the injured worker complete and sign part two of this form to indicate they received the Employee Medical Provider Network Notification. If you are unable to locate the original document with part one completed, please have the employee complete both sections.

### **Consent and Authorization for Release of Information and Request for Medical History Forms:**

These forms help us to obtain the information and records needed to handle a claim and to make sure that the injured worker receives the best possible medical care. Have the injured worker sign the forms and send them to Omaha National.