



Workers' Compensation Flow Chart

Contact NSHE Risk Management Office if assistance is needed at 775-784-3410

Email: risk@nshe.nevada.edu Website: <https://nshe.nevada.edu/workers-comp>



Incident Occurs
Is it life threatening or requires immediate medical attention (broken bones, etc.)?

YES
Call University Police Services 702-895-3669 or call 911

The Occupational Health and Safety Administration (OSHA) requires the reporting of work-related injuries that result in an in-patient hospital admittance **within 24 hours**.

C-1 form can be completed by employee once they are able to. Supervisor also signs the C-1. The C-1 form is emailed to NSHE RM as soon as possible, but within **7 days** of the incident.

Supervisor investigates the incident and makes safety repairs/requests. Supervisor completes the **Supervisor's Investigative Report** within **48 hours** and submits to the Risk Management team with the appropriate signatures.

Supervisor provides **clinic information** to the employee (from the list of **Approved Medical Providers** on **Worker's Compensation program website**). Arrange for transportation to the clinic if needed. Contact NSHE Workers' Compensation Office with any questions.

Employee goes for treatment and the doctor fills out the **C-4 form**. A completed C-4 is needed to file a worker's compensation claim.

NSHE RM completes the C-3 form and sends it to the Third-Party Administrator (TPA). TPA assigns a claim adjuster for the employee.

Employee contacts their supervisor.

YES

Released to Full Duty?

NO

Employee returns to their regular job.

NO

Supervisor investigates the incident and makes safety repairs/requests. Supervisor completes the **Supervisor's Investigative Report** within 48 hours and submits to the Risk Management team with the appropriate signatures.

Employee completes **C-1 form**. Supervisor also signs the C-1. The C-1 form is emailed to NSHE RM within 7 days.

Does the employee want to seek medical treatment?

YES

NO

File paperwork. No further action needed, unless employee wants treatment later.

Employee can go for medical treatment up to 90 days from the date of the accident.

Supervisor places the employee on modified duty based on the medical restrictions. Contact NSHE RM and they will complete the appropriate paperwork. Follow for Full Duty. If modified duty is not available, contact NSHE RM for further information.