

HR-18 Forms Completion Matrix				
	Department		Employee	
	<i>Incident Only</i>	<i>Treatment Required</i>	<i>Incident Only</i>	<i>Treatment Required</i>
SIR	Supervisor completes	Supervisor completes	----	----
DWC-1	----	Supervisor or WC Coordinator provides to employee; Supervisor or WC Coordinator completes bottom of form after Employee completes top portion	----	Employee completes and signs top portion of form
WC Handbook	----	Provided by Supervisor or WC Coordinator	----	Employee keeps this document
How to File a Claim	----	Provided by Supervisor or WC Coordinator	----	Employee keeps this document
Medical Treatment Authorization	----	Completed by Supervisor or WC Coordinator and provided to employee	----	Employee takes this to primary treating facility and presents for treatment
Receipt of WC Claim Information	----	Supervisor or WC Coordinator provide to employee; Collected and completed by Supervisor or WC Coordinator After employee completes	----	Employee completes and signs top portion of form
5020	----	Completed by WC Coordinator or other department designee	----	----