



Workers Compensation Checklist

This checklist guides employees, managers and supervisors through the workers' compensation process. Take a moment to review the steps below and reach out if you have any questions.

Employee

- ☐ Seek medical care
 - If you have a serious or life-threatening injury or illness:
 - Call 911.
 - Seek immediate medical care at the nearest emergency room or urgent care facility. Inform your Healthcare Provider that your injury/illness is work-related.
 - In all other instances
 - Contact Corvel, the Nurse Triage, at 800-685-2877 if you have not received treatment.
 - Seek treatment at [ASU Employee Health](#), Monday through Friday, 7 a.m.–4 p.m., 602-496-1917
- ☐ Notify your supervisor
 - Notify your manager or supervisor within 48 hours of your work-related illness or injury.
- ☐ Submit required forms:
 - Medical records related to the incident
 - [Industrial Compensation Authorization Form](#)
 - [Health Care Provider Release to Return to Work Certificate of Illness/Injury form](#)
- ☐ Submit time
 - Submit your time in Workday if you are absent from work.
- ☐ Return to work
 - Notify your manager or supervisor and the risk management adjuster when your work status changes, including when you return to work.
- ☐ Leave of absence
 - Initiate an absence request in Workday if you will be absent from work for more than five consecutive business days.
 - Review the Workday job aids.
- ☐ Claims process
 - Your claim will be assigned to a professional workers' compensation adjuster for review after the incident is submitted to Arizona State Risk Management.
 - You will receive information from Arizona State Risk Management Workers' Compensation by US Mail.

Manager or supervisor

- ☐ Submit the incident report in Workday
 - Submit the report within 48 hours of the incident
 - Review the Workday job aid
- ☐ Update the incident report
 - If an employee is absent from work due to the incident, update the incident report with the days and hours absent.
 - If there are work restrictions due to the incident, update the incident report.

Additional support and resources

- ☐ Review the step-by-step Workday job aids:
 - Report a safety incident
 - Request and return from leave of absence
 - Request and manage time off and absence



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- ☐ Workers' Compensation Brochure
 - Download the [State of Arizona Workers' Compensation Brochure](#)
- ☐ Arizona State Risk Management
 - Visit the Arizona State Risk Management website for [detailed information about the state's workers' compensation program](#).

Contacts

- ☐ For HR questions including benefits, recruiting, retirement, time off, wellness and more:
 - **Phone:** toll-free 1-855-278-5081 or 480-727-9900.
 - **Contact HR support online** to submit an inquiry and check the status of your issue at any time.
- ☐ For questions related to a workers' compensation claim, please contact the Arizona Department of Administration – Risk Management:
 - **Phone:** 602-542-2182
 - **Email:** workers.comp@azdoa.gov