

# What You Need to do Right Now

*Check each item once it is completed.*

## **STEP 1: REQUIRED CALIFORNIA POSTING: NOTICE TO EMPLOYEES – INJURIES CAUSED BY WORK**

Print and post the DWC 7's (English and Spanish). Policyholders are required to post the DWC 7 in a visible place such as an employee lunchroom or other common area.

- Confirm you have the correct version of the form which is: DWC 7 (1/1/2016). This is noted in the bottom left hand corner of the poster.
- To complete the Information & Assistance Officers section, please find a list of locations at <http://www.dir.ca.gov/DWC/landA.html>.
- Always maintain your DWC 7 Postings for a minimum of 7 years.
- Take a dated picture of the posting notices for your records. You can also send one to our Customer Service Department at [ask@copperpoint.com](mailto:ask@copperpoint.com). This is valuable information that could be used when MPN Notification is in question.

Failure to provide current information to employees can lead to loss of medical control for any injury occurring during the time of that failure [LC section 3550 (e)], civil penalties of up to \$7,000 for each violation of the posting requirement (LC Section 6431) and the tolling of the statute of limitations for filing claims. An employer's failure to keep the posting notice conspicuously posted also is considered a misdemeanor and prima facie evidence of noninsurance [LC section 3550 (b)].

## **STEP 2: LOCATE AN MPN PROVIDER NEAREST YOU**

Pacific Compensation utilizes a Medical Provider Network (MPN) to reduce workers' compensation costs and maintain lifetime medical control.

- Visit [www.copperpoint.com](http://www.copperpoint.com)
- Click on Medical Provider Network
- Under MPN Network Link, click on MPN Physician Guide
- Select "Search by Provider Type"
- Select "FRONTLINE Providers / Industrial Medical Clinics"
- Follow the instructions to perform a search

**Medical Assistant Access Toll Free Number 1.866.378.8500. Available Monday through Saturday 7am-8pm.**

## **STEP 3: CONFIRM THAT ALL MANAGERS/SUPERVISORS WHO MAY BE REPORTING A CLAIM ARE AWARE OF THE REPORTING PROCESS**

Confirm that all managers/supervisors who may be reporting a claim are aware of the reporting process. Provide them with the name, address and phone number of the MPN clinic you have selected as well as the following documents that are found in the What To Do When An Injury Occurs link:

- What To Do When An Injury Occurs
- WC Claim Form (DWC-1)
- Pharmacy First Fill Form
- Covered Employees Notification of Rights Materials (MPN)
- Employer's Report of Occupational Injury or Illness (Form 5020)
- Accident Investigation Report

*Check each item once it is completed.*

**STEP 4: ADD THE TIME OF HIRE PAMPHLET (ENGLISH AND SPANISH) TO YOUR NEW HIRE PAPERWORK**

This needs to be given to all new employees.

**STEP 5: COMPLETE THE PACIFICCOMP EASYPAY POLICYHOLDER ACCESS AUTHORIZATION FORM AND SEND TO PACIFICCOMP**

This gives you online access to pay your bills.

**OPTIONAL STEP 6: CONTACT YOUR CUSTOMER SERVICE REPRESENTATIVE IF YOU WOULD LIKE TO RECEIVE FULL SIZE FRAUD POSTERS (17X12)**

### HEALTH AND SAFETY

Many Safety Resources can be found on our website at [www.copperpoint.com](http://www.copperpoint.com). Our Loss Control team can also assist you with other safety needs. Please contact us if we can assist you with:

- Access to the “Loss Control Tool Box” on our website which contains samples of safety and training programs
- Safety forms such as accident investigation and site inspection forms
- Safety training videos
- Cal-OSHA related questions
- To learn more about upcoming safety training sessions offered on-line
- Assistance in developing modified duty positions for injured employees

Labor Code Section 6354.5 and Insurance Code Section 11703 require all workers’ compensation insurers to maintain or provide occupational health and safety consultation services. These services must be adequate to identify the hazards exposing the insured to, or causing the insured, significant workers’ compensation losses, and to advise the insured of steps needed to mitigate the identified workers’ compensation losses or exposures. These services are available at no additional cost to the policyholder.

Please contact your health and safety representative for further information and/or questions.

### ADDITIONAL FORMS AND RESOURCES ARE AVAILABLE ON OUR WEBSITE [WWW.COPPERPOINT.COM](http://WWW.COPPERPOINT.COM)

- Initial Medical Referral to Physician from Policyholder
- Employee Medical Care Refusal and DWC-1 Receipt
- DWC Fact Sheets
- Red Flag Indicators
- And much more

### CONTACT US

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