Use this WC Flowchart jointly with the WC Guidelines, WC Supervisor's Checklist, and WC Injured Employee's Checklist.

1. Occurrence of injury
   - Determine severity of the injury - Is the injury life threatening?
     - Yes: Call 911 or go to emergency room. Notify supervisor ASAP.
     - No: Notify your supervisor.

4. Notify WC Rep at x4111.

5. Complete First Report of Injury

6. Complete Supervisor's Investigation Form. Fill out a First Fill prescription form for your employee.

7. Did someone see the injury occur?
   - Yes: Complete Accident Witness Statement
   - No:

8. Submit forms to WorkersCompensation@utdallas.edu. Give the First Fill prescription form to your employee.

9. Seek medical treatment with approved network provider. Take the First Fill prescription form with you.

10. Did your physician prescribe you a prescription?
    - Yes: Present the First Fill prescription form to the pharmacy to obtain your initial prescription.
    - No: Did your physician order you to take time off work?
      - Yes: Did your physician order you to work under restrictions?
        - Yes: Attend follow-up appointments. Provide a copy of DWC-73 to your supervisor and WC Rep after each appointment. (Repeat as necessary)
        - No: Supervisor and WC Rep will work together to create a Bona Fide Job Offer for the employee.
      - No: Employee has 7 calendar days to respond to the Bona Fide Job Offer.

11. Provide a copy of the DWC-73 to your supervisor and WC Rep.

12. Did your physician order you to take time off work?
    - Yes: Notify your supervisor and WC Rep. Submit a WCI-23 to WorkersCompensation@utdallas.edu.
    - No: Did your physician order you to work under restrictions?
      - Yes: Attend follow-up appointments. Provide a copy of DWC-73 to your supervisor and WC Rep after each appointment. (Repeat as necessary)
      - No: Supervisor and WC Rep will work together to create a Bona Fide Job Offer for the employee.

14. Attend follow-up appointments. Provide a copy of DWC-73 to your supervisor and WC Rep after each appointment. (Repeat as necessary)

15. When the physician releases you to RTW without restrictions, notify supervisor and WC Rep.