

# Workers' Compensation Claim Reporting - Winter Closure 2023

December 21, 2023 - January 3, 2024

## What should I do if an employee reports a work-related injury during Winter Closure?

### Step 1: Help your employee seek medical attention

Stanford University Occupational Health Center will be **CLOSED** as of December 20, 2023 at 2:00pm until January 4, 2024 at **8:00 AM**.

SLAC Occupational Health Clinic will be **CLOSED** as of December 20, 2023 at **1:30PM** until January 4<sup>th</sup> at **7:30 AM**.

**See attached** documentation for more information on where to seek medical treatment for work related injuries during winter closure.

### Step 2: Complete Documentation

	Directions
1.	<ul style="list-style-type: none"><li>• <b>Complete the electronic SU17</b> - within 24 hours of the occurrence (<i>not needed for mental illness matters</i>)</li><li>• <b>Submit on-line on Environmental Health and Safety's website at: <a href="#">eSU17</a></b></li></ul>
2.	<ul style="list-style-type: none"><li>• If the employee deemed medical treatment unnecessary and/or does not wish to pursue Workers' Compensation, no further documentation is needed.</li><li>• If the employee sought treatment and/or desires to file for Workers' Compensation, please follow the instructions below to complete and submit the state forms: <b>5020 and DWC 1</b>.</li></ul>
3.	<ul style="list-style-type: none"><li>• <b>Provide the employee with the DWC 1</b> Workers' Compensation Claim Form &amp; Notice of Potential Eligibility (blank form attached). This may be done by <u>hand delivery, email, or hard copy mail</u> to the employee within 24 hours of the incident.</li></ul>
4.	<ul style="list-style-type: none"><li>• <b>Complete the 5020</b> Employer's Report of Occupational Injury or Illness form (blank for attached) – Typically completed by local HR, must not be completed by the employee.</li></ul>
5.	<ul style="list-style-type: none"><li>• <b>Submit the DWC 1 and 5020 forms to Risk Management via secure: email at: <a href="mailto:workerscomp@stanford.edu">workerscomp@stanford.edu</a></b></li><li>• There is no requirement to send the originals to Risk Management.</li></ul>
6.	<ul style="list-style-type: none"><li>• Follow up with Risk Management upon return from Winter Close on next steps</li><li>• For urgent needs please call or text Nicole Vargas Guevara at: 650-243-7210</li></ul>

### Step 3: Call Zurich North America (Stanford's Workers' Compensation insurer) to file a claim within 24-hours of occurrence:

- Intake Phone Number: 800-987-3373
- Insurance Policy Number: WC-8298452
- Provide Zurich with the same information as the 5020 [Form](#). If you do not have all the info, provide what you do know (including contact info for the injured worker) - Zurich will investigate.
- See attached for additional information.

## How do I reach Risk Management during Winter Closure?

### Limited Operations

Risk Management will be shut down from December 21, 2023 - January 3, 2024 in accordance with the University's Winter Closure period. However, we do recognize that some of our client groups remain open during this time, thus we will have sporadic access to email.

For urgent needs please call or text Nicole Vargas Guevara at the cell number listed below.

**Nicole Vargas Guevara**  
**Sr. Manager, Workers' Compensation**

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