



WORKER'S COMPENSATION COMMISSION (WCC)

Guam Department of Labor

P.O. Box 9970 • Tamuning, Guam 96931

Email Address:

Tel: (671) 300-4571/77 • Fax: (671) 475-6811

EMPLOYER (PUBLIC)

WHAT TO DO IN CASE OF A WORK INJURY

1. **PREPARE MEDICAL AUTHORIZATION.** Form GWC-101A/B (Authorization for Medical Examination and/or Treatment), should accompany the injured person to the clinic when obtaining initial medical treatment unless it is an emergency situation. This form must be **FULLY COMPLETED** to ensure billing is correctly routed. Issue ONLY the initial (first) authorization. WCC will then be responsible for all subsequent authorizations (includes prescriptions) thereafter if required.

GOVGUAM EMPLOYEES: are to be sent to GMHA or GRMC for the initial medical treatment pursuant to 22 GCA 9108(e). Any referrals after this initial treatment must be authorized by WCC.

PLEASE ADVISE EMPLOYEE TO GO DIRECTLY TO WCC AFTER CHECKING OUT OF GMHA or GRMC.

Please instruct the injured employee NOT to utilize his/her personal health insurance when obtaining medical care for the work injury nor to pay any of the charges incurred.

IMPORTANT: If employee obtains medical treatment without first requesting from the employer or WCC, employee may not be reimbursed for any out-of-pocket medical expenses, unless employee was refused such authorization by employer. 22 GCA §9108(a)

2. **PROVIDE THE EMPLOYEE WITH FORM GWC-201** (Notice of Employee's Injury/Illness or Death) or you may use your own incident report forms.
3. **COMPLETE FORM GWC-202** (Employer's Report of Occupational Injury or Illness) and file with our office **within TEN (10) calendar days** from the date of the accident or when you first became aware of the injury. The date employer obtained knowledge of the accident/injury will be "day one (1)". Failure to file this report in a timely manner may subject your company/agency to penalties amounting to \$500.00 for each failure or refusal to file such report.
4. **IMPORTANT:** A copy of these reports along with any and all medical documents received from the employee **MUST** be provided to WCC so as to properly facilitate the claim.

WARNING: Misrepresentation of facts in order to obtain or evade liability of worker's compensation benefits shall be guilty of a misdemeanor.