



WORKER'S COMPENSATION COMMISSION (WCC)

Guam Department of Labor

P.O. Box 9970 • Tamuning, Guam 96931

Email Address: wcc@dol.guam.gov

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

EMPLOYEE (PRIVATE) WHAT TO DO IN CASE OF A WORK INJURY

1. **REPORT** the accident immediately to your employer regardless of whether or not you need medical treatment. Request form **GWC-201** (Notice of Employee's Injury/Illness or Death) from your employer. Complete form. Sign the form. Provide copy to your employer. Make sure you retain an acknowledged copy of your report. You **MUST** report your injuries **IMMEDIATELY**. Your employer will provide forms GWC-201, GWC-202, and GWC-101A/B to your insurance adjuster.

If you need immediate medical treatment, obtain form **GWC-101A/B** (Authorization for Medical Examination and/or Medical Treatment) from your employer. Your employer will issue **only** the first (initial) authorization. **All other (subsequent) authorizations shall be issued by the employer's worker's compensation insurance carrier. Unless it is an emergency situation, this form is to accompany you to the clinic.** **DO NOT USE YOUR PERSONAL HEALTH INSURANCE and DO NOT PAY FOR ANY MEDICAL SERVICES YOU RECEIVED.**

IMPORTANT: If you obtain medical treatment without first requesting from your supervisor/employer or your employer's compensation insurance company, you may not be reimbursed for any out-of-pocket medical expenses, unless you have been refused such authorization by your employer. 22 GCA §9108

You **SHOULD** always obtain or request for authorization before receiving any medical treatment unless your injuries are such that emergency care is required.

2. Copies of forms GWC-201, GWC-202, and GWC 101A/B must be provided to WCC within 10 days from date of injury.
3. If **ANOTHER PERSON**, who is neither a co-employee nor your employer, is the cause of the accident in which you sustained injuries you **MUST** file form **GWC-203** (Employee's Claim for Compensation) even if you decide to file **SUIT** or recover against the other person or persons. Should you win your suit, your employer's worker's comp insurance carrier can subrogate against any settlement you received for worker's comp benefits that were paid out to you.

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