



WORKER'S COMPENSATION COMMISSION (WCC)

Guam Department of Labor

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EMPLOYER (PRIVATE)

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. Your carrier will then be responsible for all subsequent authorizations thereafter if required.**

IMPORTANT: *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.*

Instruct your employee to go to carrier for any authorizations after their initial visit with their doctor or hospital.

2. **PROVIDE THE EMPLOYEE WITH FORM GWC-201** (Notice of Employee's Injury/Illness or Death - must be signed by the Employee) and you may also attached your Company's incident report forms to GWC-201.
3. **COMPLETE FORM GWC-202** (Employer's Report of Occupational Injury or Illness) and file with the Worker's Compensation Commission (WCC) **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.

IMPORTANT: *A copy of these reports along with any and all medical documents received from the employee **MUST** be provided to your **WORKER'S COMPENSATION INSURANCE CARRIER and this office** 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.

Revised 12/4/2015 Employers will provide the necessary forms to the employee.