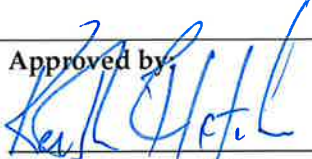
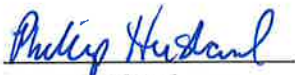


District of Columbia Department of Health <h2>Workers' Compensation</h2>		PROCEDURE 350.200 Implementing Office: Office of the Director Training Required: Yes Originally Issued: February 4, 2014 Revised/Reviewed: SEP 25 2018
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: SEP 25 2018 Valid Through Date: SEP 25 2021

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42; Comprehensive Merit Personnel Act (CMPA), D.C. Code §1-623.01 <i>et seq.</i> This document shall supersede and replace the prior issuance (SOP 350.20 Workers' Compensation, effective date February 4, 2014).
II. Reason for the Policy	The District of Columbia Public Sector Workers' Compensation Program (PSWCP) offers a critical benefit for employees who suffer compensable work injuries. This policy is being revised to update the guidance to employees seeking this benefit to ensure that the program is accessible to eligible employees.
III. Applicability	This policy applies to all Department of Health (DC Health) employees, contract employees, volunteers, interns, summer youth employees, and federal employees assigned to the District government (collectively referred to herein as "employees" or "DC Health employees").
IV. Policy Statement	The PSWCP is centrally administered across DC government by the District of Columbia Office of Risk Management (DCORM). The DC Health Risk Manager, within the DC Health Office of Human Resources (DC Health HR), is the Worker's Compensation Coordinator for DC Health and shall be the point-of-contact for internal inquiries about the program as well as disseminating DCORM guidance on the program to DC Health employees.

	<p>If any employee is injured while working for DC Health, he/she may report the incident to DCORM either by phone or through the DCORM online portal. Once a report is initiated to DCORM, the employee shall receive instructions on converting the report into a workers' compensation claim, should the employee wish to do so.</p> <p>The applicant's supervisor is responsible for providing any information necessary to ensure a Worker's Compensation Claim can be submitted in a timely manner.</p> <p>Any DC Health manager receiving a request for information from a supervisee shall refer him/her to the DC Health Risk Manager for guidance. The DC Health Risk Manager is responsible for providing timely guidance to any employee making such an inquiry.</p> <p>Any employee in violation of any portion of this SOP may be subject to commensurate disciplinary action.</p>
<p>IV. Definitions & Acronyms</p>	<p>DC Health HR- Department of Health Office of Human Resources</p> <p>DCORM- District of Columbia Office of Risk Management</p> <p>PSWCP- Public Sector Workers' Compensation Program</p>
<p>VI. Procedures</p>	<p>None</p>
<p>VII. Contacts</p>	<p>DC Health Risk Manager</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>Public Sector Workers' Compensation Program Injured Worker Information Packet</p> <p>How to File a Public Sector Workers' Compensation Claim</p>