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 the GUAM MEMORIAL HOSPITAL for the initial medical treatment pursuant to 17 GAR Div. 2, Chap. 10, 10107(b) unless otherwise authorized by WCC. Any referrals after this initial treatment must be authorized by WCC.

PLEASE ADVISE EMPLOYEE TO GO DIRECTLY TO WCC AFTER CHECKING OUT OF GMH.

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

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.

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EMPLOYEE (PUBLIC)
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 and provide copy to your employer. Make sure you retain an acknowledged copy of your report. You MUST report your injuries IMMEDIATELY.

2. 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 (including prescriptions) shall be issued by WCC. Unless it is an emergency situation, this form is to accompany you to Guam Memorial Hospital Authority (GMHA). DO NOT USE YOUR PERSONAL HEALTH INSURANCE and DO NOT PAY FOR ANY MEDICAL SERVICES YOU RECEIVED.

GOVGUAM EMPLOYEES: are to be sent to the GMHA for the initial medical treatment pursuant to 17 GAR Div. 2 Chap. 10 §10107(b) unless otherwise authorized by WCC. Any referrals after this initial treatment must be authorized by WCC.

PLEASE ADVISE EMPLOYEE TO GO DIRECTLY TO WCC AFTER CHECKING OUT OF GMH.

IMPORTANT: If you obtain medical treatment without first requesting from your supervisor/employer or WCC, 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.

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

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