

## **FILING A CLAIM WITH THE WORKER'S COMPENSATION COMMISSION (WCC)**

In the event of a work-related injury or illness, please ensure you follow the proper procedures in filing your claim with the Worker's Compensation Commission.

### **Instructions**

1. **REPORT** the accident **IMMEDIATELY** to your employer, regardless if medical treatment is needed or not.
2. Request for a **WCC Form GWC-201** (Notice of Employee's Injury/Illness or Death) from your employer. Complete this form and provide a copy to your employer.
  - a. Be sure to retain an acknowledged copy of your report.
3. If you need medical treatment, request for **WCC Form GWC-101A** and **WCC Form GWC-101B** (Authorization for Medical Examination and Treatment).
  - a. For medical treatment(s), your employer will issue only the first authorization. Any other authorization(s), including medication prescriptions, will be issued by the WCC.
  - b. In the event of an emergency situation, you do not need authorization papers (Form WCC-101A/B) from your employer, otherwise, you need these forms to accompany you to the Guam Memorial Hospital Authority (GMHA) at all times.
  - c. **DO NOT USE YOUR PERSONAL HEALTH INSURANCE and DO NOT PAY FOR ANY MEDICAL SERVICES PROVIDED TO YOU.**
4. Once your treatment has been completed with the GMHA, you must proceed directly to the WCC to submit all documents to be filed with your claim.

### **Important Notes**

1. You should **ALWAYS** obtain authorization from your employer before receiving any medical treatment. The **ONLY** exception would be situations in which emergency care is required.
2. 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).
3. Misrepresentation of facts in order to obtain or evade liability of worker's compensation benefits shall be guilty of a misdemeanor.
4. Always keep a record of all medical documents and claims.

Call 735-0332/2370 for more information.

Tel: +1 671.735.2370/0332 Website: [www.uog.edu](http://www.uog.edu)

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

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