

## California Workers Compensation Posters and Special Forms

The following documents should be provided to all newly hired employees:

1. **DWC 7 Notice to Employees:** The DWC-7 is provided at the time of hire to all new employees. This should also be posted at each client location.
2. **DWC 9783 Predesignation of Personal Physician:** This form is provided at the time of hire. It is important for each employee to be given the choice to complete this form. They are not required to pre-designate a personal physician, but they must be given the option to do so. As the employer of record, if an employee completes this form, retain a copy in their personnel file in case of a work-related injury. The pre-designation is only valid if the employee elects a physician *prior* to a work-related injury.

The following documents should be provided to any employee who reports a work-related incident:

1. **DWC 1 Claim Form:** When an employee is injured, they need to complete a DWC-1 and return it to their employer. Employers must follow the stringent requirements explained on the form. Within one working day of receipt, the employer must date the DWC-1 and return copies to their insurer or claims administrator and the employee, dependent, or injured worker representative who filed the claim.
2. **Employee Notification of MPN:** This document explains the employee's rights and obligations pertaining to medical treatment when a work-related injury occurs. When an injury is reported or an employer has knowledge of an injury, a complete written MPN employee notification shall be provided to the covered employee by the employer.
3. **MPN Acknowledgment:** This form is the employer's proof that they provided the injured employee the appropriate notification (Employee Notification of MPN document). Have the injured employee complete, sign, and date this form when they report a work-related injury. Send this completed form to your InSource Account Manager after submitting a new Employer's Report of Incident. Also, retain a copy in the employee's personnel file.

Accessing the Prime Health Services MPN Provider Search:

Instructions on how to access the Prime Health Services MPN and search for providers are located on the **Employee Notification of MPN**, in English on pages 1-2 and in Spanish on page 8.

You may also click the following link: [www.PrimeHealthServicesMPN.com](http://www.PrimeHealthServicesMPN.com)