



An Equal Opportunity/Affirmative Action Employer

Human Resources Department  
835-5206 fax: 835-5337

**E1.2 form** This form is to accompany the ill or injured employee to physician's office or emergency room along with the RMDWC2 and RMDWC2 back forms described below. The employee returns the completed form to his or her supervisor immediately upon completing treatment. These forms provide the supervisor and a Safety Officer basis to discuss the accident or illness with the employee, to determine the events and activities leading up to employee being injured or becoming ill, and to develop a plan for returning to work as soon as possible. The original forms are sent to Human Resources the same day of the accident. Attached are guidelines to help complete the new Employer's First Report of Injury or Illness.

**RMDWC2 form** The treating physician completes the form. The information given will determine if the employee is able to return to work immediately or has work limitations, which will require a restricted work assignment if one is available. The employee must use this form every time he or she visits the doctor.

**RMDWC2 form** This form is for the employee to acknowledge that he or she is on a modified work assignment and understands what the work restrictions are. Use this form only in the event there is modified work assignment available. It is important that an injured employee return to work as soon as possible, but in no instance is an employee to work in a position where there is an opportunity to aggravate the injury or illness.

**RMDWC form** This form provides authorization to the medical provider to release information about the employee's injury or the illness to NM Tech, to Risk Management Divisions, Workers' Compensation Bureau or to any other party related to the worker's compensation process. The original form is kept in the Human Resources office.

**RMDWC4** This form explains to the employee in reporting the alleged on-the-job injury/occupational illness.

**Notice of Accident** Complete this form when an employee has an injury but does not receive medical attention. Send the original to Human Resources and give a copy to the employee.

**WCA Approved Pharmacies** An employee receiving a prescription medication due to the work related injury or illness must use one of the approved pharmacies on the attached list. No prescription charges will be paid for if prescriptions are filled at any other pharmacy.

In the event the employee is unable to complete any of the required paperwork, the supervisor should accompany the employee to the medical provider to ascertain the extent of the problem and to assure the employee that we are there to help.

The injured employee must follow the prescribed procedures for treatment and reporting in order to be eligible for benefits, under the Workers' Compensation Law. These procedures are as follows:

1. As provided by the New Mexico Worker's Compensation Law, New Mexico Institute of Mining and Technology has elected to designate the healthcare provider to treat workers injured on the job.
2. If you have an accident at work, you should notify you supervisor or department director within fifteen (15) calendar days of that accident.
3. If you do not require treatment, complete the "Notice of Accident" for and submit to your supervisor or department director.
4. If you work in Socorro, NM and need medical treatment, you need to go to:

Bhasker Medical Clinic  
200 Neel Ave  
Socorro, NM 87801  
575-835-2940

Presbyterian Medical Group  
Hwy 60  
Socorro, NM 87801  
575-838-4690

Socorro General Hospital  
Hwy 60  
Socorro, NM 87801  
575-835-1140

5. If you work in Albuquerque, NM and need medical treatment, you need to go to:

Concentra  
5700 Harper NE  
Albuquerque, NM 87109  
505-823-9166

Rehabilitation & Occupational Medicine Services  
3811 Commons Ave NE  
Albuquerque, NM 87109  
505-823-8450

Presbyterian Occupational Medicine Clinic  
5901 Harper NE  
Albuquerque, NM 87109  
505-823-8450

6. If you work in Roswell, NM, you need to go to:

Industrial Rehabilitation Clinic  
311 W. Country Club, Suite #1  
Roswell, NM 88201  
575-622-6365

Eastern New Mexico Medical Center  
405 W Country Club Rd  
Roswell, NM 88201  
575-622-8170

7. If you work in Playas, NM, you need to go to:

Hidalgo Medical Services  
530 DeMoss St  
Lordsburg, NM 88045  
575-542-8384

Gila Regional Medical Center  
1313 E. 32<sup>nd</sup> St  
Silver City, NM 88061  
575-538-4000

Please feel free to call Karla Montoya at 575-835-6962 if you have any questions regarding the use of these forms.