



WORKERS COMPENSATION FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF I'M INJURED AT WORK?

If you believe you may have been injured or ill during the performance of your work assignment, you must report it to your supervisor immediately and the Office of Human Resources whether or not medical care is desired.

- **Step 1:** If the injury/illness is not a medical emergency, call and report to the [COMPANY NURSE](#). The Company Nurse gathers information over the phone, will triage, give guidance and helps injured workers access appropriate medical treatment. This document explains your [RIGHTS](#) under workers' compensation. *You may refer to the applicable bargaining agreement for additional information.*
- **Step 2:** Fill out all appropriate [forms](#) that are required and submit to the Office of Human Resources.
- **Step 3:** If you are accepting medical treatment, go to a pre-approved workers compensation medical provider listed [here](#), *unless you have a physician-predesignation form on file (see below for additional information).*

WHAT HAPPENS IF I NEED MEDICAL TREATMENT?

The Company Nurse gathers information over the phone (step 1 above), will triage, give guidance and helps injured workers access appropriate medical treatment. This document explains your [RIGHTS](#) under workers' compensation.

- Fill out all appropriate forms (step 2 above) which includes the medical authorization form.
- If you are accepting medical treatment, go to a pre-approved workers compensation medical provider listed [here](#).

WHAT IF I DECLINE MEDICAL TREATMENT:

- Please check the box indicating that "I decline medical treatment" on the *authorization for medical treatment* form. If you need medical treatment at a later date, please ask your supervisor or the Office of Human Resources for a new *authorization for medical treatment* form.

WHAT IF I DECLINE MEDICAL TREATMENT, DO I STILL HAVE TO CALL THE COMPANY NURSE AND FILL OUT ALL THE FORMS?

- Yes, all forms need to be filled out by the employee and supervisor even if you are only "reporting the injury"

WHAT IF I SEE THE APPROVED WORKERS COMPENSATION DOCTOR AND THEY GIVE ME A WORK STATUS REPORT?

- It is your responsibility to provide HR and your supervisor with a copy of your work status report immediately following your appointment. If you are given work restrictions by your physician, they should clearly state what your limitations are, including any recommended change in your normal schedule/duties. These restrictions will be evaluated to determine if you will fall under the return to work program.



WHAT IS THE RETURN TO WORK PROGRAM?

- The district's return to work program provides opportunities for injured employees to return to work with medical restrictions as outlined by the treating physician. **An important part of recovering from an injury is returning to work.**
- Temporary modified duties and/or changes in your work schedule requires approval. Process is below:
 - Provide human resources with your treating physician's documentation specifying your limitations.
 - HR will work with your supervisor to evaluate the modified job duty assignments if applicable
- Temporary modified duties will be terminated and the employee placed off work if one of the following occurs:
 - The treating physician writes the employee off work;
 - The treating physician increases medical restrictions that cannot be accommodated
 - The employee does not follow all the medical directives of his/her treating physician.

DO I HAVE TO RETURN TO THE MEDICAL CLINIC IF I FEEL BETTER?

- Yes, you need to go to every follow up appointment until the doctor releases you to FULL DUTY.
- If you cannot keep an appointment, please call Keenan at 951-715-0190 ext. 1114. missed appointments may result in loss of benefits and your ability to participate in the return to work program.

WHAT IF I WANT TO CHANGE PHYSICIANS?

- You may change physicians once you have received your initial medical attention as long as the doctor you choose is within the medical provider network (MPN).
- Information regarding the MPN will be given to you at the time of your injury. If you have questions, please contact Keenan at 951-715-0190 ext. 1114 or the MPN coordinator listed on the employee notification of rights material. See MPN forms [here](#).

WHAT IF I NEED ADDITIONAL HELP, WHO DO I CONTACT IN HR?

- Contact HR Analyst, Jackline Martinez, via e-mail at jacmartinez@sbccd.edu.

EMPLOYEES ON WORKERS COMPENSATION MAY NOT LEAVE THE STATE OF CALIFORNIA WITHOUT PRIOR APPROVAL FROM THE DISTRICT. ED CODE SECTION #87787, CSEA BARGAINING AGREEMENT SECTION 14.5.6 UNDER INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

"WORKERS' COMPENSATION FRAUD IS A FELONY"-ANYONE WHO KNOWINGLY FILES OR ASSISTS IN THE FILING OF A FALSE WORKERS' COMPENSATION CLAIM MAY BE FINED UP TO \$50,000 AND SENT TO PRISON FOR UP TO FIVE YEARS (INSURANCE CODE SECTION 1871.4)