



State Center Community College District
Office of Human Resources - Benefits
1525 E. Weldon Avenue
Fresno, CA 93704

Memorandum

TO: All Newly Hired Employees

DATE: February 9, 2018

FROM: Frances Garza, Benefits Coordinator

RE: Reporting a Work-Related Injury and Pre-Designation of Personal Physician

In order to provide immediate appropriate medical care, the District has established procedures for the handling of work-related injuries and illnesses.

IF A WORKPLACE INJURY/ILLNESS SHOULD OCCUR:

When a workplace injury/illness occurs, if the injury/illness is not a medical emergency, the employee should report the injury to their supervisor and telephone **COMPANY NURSE® at 1-877-854-6877**. A registered nurse will assist the employee with his or her medical needs and expedite the claims processing. The nurse receiving the call will triage the injury as follows:

- Incident report only; no treatment needed – Employee returns to work.
- Minor first aid; nurse will give self-care advice – Employee returns to work, same or next shift.
- Requires further medical care – Nurse refers employee to seek treatment at designated clinic/physician.
- Emergency; call 911 – Seek emergency treatment immediately.
- **IN CASE OF LIFE OR LIMB THREATENING EMERGENCY, DIAL 911.**

In the event of a life threatening emergency immediately call SCCCD Police Services (559) 442-8201, or dial 9-1-1.

In the event of a non-life threatening injury, you and your supervisor will place a call to the Company Nurse© Hotline *1-877-854-6877* before you leave the premises.

If your injury is considered first-aid advice only the nurse will provide advice which you are to follow. You may return full-time to your regular position. If the medical situation does not improve, you must call back to Company Nurse© for appropriate medical referral prior to seeking treatment, unless it is an emergency.

If the nurse determines medical treatment is needed you will be referred to a District designated facility for treatment (unless you have pre-designated a personal physician prior to the injury). You then go to the designated medical facility for treatment. The nurse will immediately forward your information to the designated medical facility for follow up care. When you return to work you will need to give your supervisor a copy of the Work Status slip provided to you by the medical facility.

PRE-DESIGNATING A PERSONAL PHYSICIAN

If an employee wishes to pre-designate a personal physician for treatment of work-related injuries, the employee should complete the attached Pre-designation of Personal Physician Form, which must be on file with SCCCD Benefits Office prior to sustaining a work-related injury or illness. The form can be found on the Division of Workers Compensation website, [CLICK HERE](#) to be taken to the form.

Employees who have notified the District in writing, prior to the date of injury, of the desire to be treated by a personal physician may seek treatment by their own physician once the District has verified that the physician is able and willing to treat industrial injuries/illnesses. Labor Code Section 4600 defines personal physician as "...the employee's regular physician and surgeon...who has previously directed the medical treatment of the employee, and who retains the employee's medical record, including his or her medical history".

If you choose to not pre-designate a personal physician, then you will be treated by a qualified medical provider within our medical provider network.

If you have any questions or concerns regarding the material, please feel free to contact me at (559) 244-5933. Thank you.