

WHAT TO DO

When You Have a Work-Related Injury or Illness on the Job

UEI EMPLOYEES PLEASE FOLLOW THESE STEPS:

1 NOTIFY YOUR SUPERVISOR

Report the incident to your manager immediately, no matter how minor the injury may seem.

You and your supervisor are required to complete the Accident Report Form and submit it to UEI Human Resources (HR) within 24 hours of your injury.

Contact UEI HR immediately if medical treatment is needed. *Prompt reporting of an injury/illness will help prevent problems and delays in receiving benefits, including medical care.*

2 GET MEDICAL TREATMENT

Emergency Care: Call 911 or x86900 from any on-campus phone if transportation to an emergency facility is required.

Basic First Aid: If your injury or illness requires medical attention and it's not an emergency, your supervisor will direct you to Student Health and Counseling Services. The health center is designated to treat first aid injuries and illnesses that require no more than one visit.

Bring a completed Authorization for Exchange and Disclosure of Protected Health Information Form to the health center to enable UEI HR to obtain a report of your injury.

After Normal Business Hours and Weekends: Go to the nearest hospital emergency room.

Beyond First Aid: You'll be referred to a designated occupational medical facility, Kaiser Occupational Health Center, or U.S. HealthWorks unless you have a Notice of Predesignation of Personal Physician form on file in UEI HR.

*To be treated by your personal treating physician, you're required to have a signed Designation of Physician Form in your personnel file **before** the injury/illness date.*

Kaiser Occupational Health Center Locations

Sacramento Medical Center 2016 Morse Avenue, Sacramento, CA 95825, (916) 973-5499

South Sacramento Medical Center 6600 Bruceville Road, Building 3, 2nd Floor, Sacramento, CA 95823, (916) 688-2005

Roseville Medical Center 1600 Eureka Road, Building C, 1st Floor, Roseville, CA 95661, (916) 784-4100

Folsom Medical Offices 2155 Iron Point Road, 2nd Floor, Folsom, CA 95630, (916) 817-5600

U.S. HealthWorks

3675 Alhambra Boulevard, Suite 8, Sacramento, CA 95816, (916) 451-4580

To ensure timely treatment, call ahead and bring a Treatment Authorization/Referral Form.

You're required to provide a Work Status Report to UEI HR and your supervisor within 24 hours of treatment.

3 FILE A WORKERS' COMPENSATION CLAIM

To file a claim for workers' compensation benefits, complete and sign the employee portion of the California Workers' Compensation Claim Form (DWC-1). The accident report and DWC-1 form will be forwarded to our third party administrator, Sedgwick Claims Management Services, Inc. Sedgwick will determine whether your injury/illness is work related and what benefits you're entitled to receive.

For faster processing, give original forms to UEI HR or fax them to (916) 278-4787. Mail originals to Mail Code 6063.

MORE INFORMATION

Visit the UEI HR website at: enterprises.csus.edu/human-resources/employees/safety for all forms and employee and supervisor guidelines related to workers' compensation claims, benefits, and responsibilities.

KEY CONTACTS

UEI Human Resources (916) 278-5444

Campus Emergency (916) 278-6900