



Safety, Health Benefits, & Risk Management
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Keenan - Workers Compensation
Administrator
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800-654-8102

Public Safety: 909.274.4555

WORKERS COMPENSATION POLICIES & PROCEDURES

IMPORTANT

Immediately contact Risk Management at (909) 274-4230 or ext. 5508 if any of the following occurs:

These incidents must be reported to OSHA within 8 hours of the event - Risk Management will report to OSHA.

- 911 is called
- Worker fatality
- In Patient hospitalization (individual spent the night in the hospital)
- Loss of any body part

Reporting an injury or submission of a claim form does not imply automatic approval of the workers' compensation

A claims Administrator oversees the program to ensure that all Workers' Compensation benefits are paid to injured employees in accordance with State Regulations. Mt. SAC wants you to know that its greatest concern is to see that you receive the best possible medical care and attention available so your recovery is rapid and complete and you can return to your job.

It is a misdemeanor for an employer to discriminate against workers who are injured on the job or who testify in another employee's case. Any such employee may be entitled to compensation, reinstatement or reimbursement of lost wages and benefits.

A claim that has been reported may be accepted, delayed for up to 90 days pending further investigation. A claim may also be denied depending on facts gathered in the investigation process.

*Accepted means it has to be in the scope of and arising out of employment as determined by the California Labor Code of Statute.

WHEN WOULD BENEFITS BE DENIED?

Mt. SAC will not be responsible for the payment of Workers' Compensation benefits for any injury which results if you are acting out of the course and scope of your regular employment. This could include voluntary participation in off-duty recreational activities, disregard Mt. SAC procedures, self-provoked injuries, intoxication, being the initial physical aggressor in an altercation, injury as a result of a felonious act, willful suicide, horseplay, or willful misrepresentation.

HOW TO CLAIM BENEFITS

1. Prompt reporting is the key. You must notify your manager **immediately**, explaining what, when, where, why and how your injury or illness happened. The Claims Administrator will determine benefits. Mt. SAC procedure states that you must report the incident within 24 hours of the occurrence. Please notify Risk as soon as you are aware an injury occurred.
2. **All original doctors' off-work orders, notice, etc., should be returned to your supervisor and a copy to Risk Management.** Without a doctors' off-work order, absences related to the injury cannot be charged to industrial absence leave.

REPORTING A WORKERS COMPENSATION INJURY

All forms can be done electronically, signed, and scanned to Risk Management.

Employee responsibilities:

- Immediately –
 - Notify your Manager. Your Manager will assess the situation, assist with arranging proper medical care and begin the injury reporting process.
- Promptly cooperate with your Manager, the Risk Manager, and Claims Administrator in the completion of all relevant documents.
- Provide any medical status reports to your Manager.
- Report any use of prescription drugs which may impair your ability to perform your job duties.

Supervisor responsibilities:

- Immediately –
 - Assess the incident and assist the Employee in seeking appropriate medical care of necessary treatment for any work-related injury. If an injury is a potential life-threatening emergency, call 911.
 - If 911 is called, also contact Public Safety 909.274.4555
 - Immediately contact the Risk Manager ext. 5508 – cell: 951.870.1279
 - If employee is seeking medical treatment, provide the Employee with the following(all are located on the risk webpage www.mtsac.edu/risk)
 - Designated Medical Providers
 - Temporary Prescription Drug ID Card
 - Workers Compensation Policies and Procedures
 - DWC-I
 - Authorization treatment Form
 - Covered Notice or Rights Materials – PRIME Advantage MPN
 - Manager will investigate and complete the Managers Report of Injury – return to risk management

REFERRING THE EMPLOYEE FOR MEDICAL CARE

When an injury requires medical attention, Mt. SAC requires the use of Designated Medical Providers. These providers are familiar with the Workers Compensation process, treating outside the medical provider network could result in denial of medical treatment. If the employee indicates he/she has a predesignated physician of file, then treatment will be allowed with said physician.

Express Scripts administer the Prescription Drug Program for Mt. SAC Workers Compensation program. The Prescription Drug Program will eliminate co-pays and out-of-pocket expenses for medications prescribed for an accepted Workers Compensation Claim.

Employees who experience an aggravation or re-injury of a previous work-related injury should be directed to contact Risk Management prior to seeking medical treatment.

Employees should not receive any medical bills for a work related injury. Should an employee receive a medical bill for treatment, please forward to Risk Management immediately.

RETURNING THE EMPLOYEE TO WORK

The Medical Provider must complete a Medical Status Report and (1) provide it to the Employee and Mt. SAC and the Claims Administrator. The Medical Status Report will indicate when the Employee can return to work and whether work restrictions are required.

Employees without restrictions can return to their usual work duties.

If the Medical Provider imposes work restrictions, the Supervisor/Manager and Risk Management will review the work restrictions that have been assigned, and determine if temporary modified transitional duty is available.

If work is available within the restrictions, the Employee will return to suitably modified temporary transitional duty assignment. A temporary transitional modified duty assignment may be extended to you but is not required during the Workers Compensation Process. The intent of a modified/transitional duty assignment is to assist while you recover from your work related injury/illness.

LOST WORK-TIME COMPENSATION

Absence from work due to an accepted compensable work-related injury or illness is only compensated by the treating doctors' report, which the doctor must submit in writing to Risk Management.

The employee's department will pay the wage/salary for the time lost during the day of the injury only. Workers' Compensation has a waiting period of three days. This will be waived through Workers' Compensation if the employee is off for a long period of time (14 days) or hospitalized overnight.

CHANGE OF DOCTOR

A Change of Doctor can only be coordinated through the Claims Administrator Keenan. 1-800-654-8102

Additional Resources

Workers' Compensation benefit amounts are set by the Legislature. If you have questions regarding your Workers' Compensation benefits, please contact the Risk Management office at (909) 274-4230. You may also contact an Information Officer at the State Division of Workers' Compensation at 800-736-7401 or visit www.dir.ca.gov.