INJURY/ILLNESS REPORTING

REPORTING INCIDENTS

Please report any work-related injury or illness to your manager or supervisor within **one** working day of suffering the injury or becoming ill. Early reporting enables EH & IS staff to identify and address potential safety hazards. It also assists Risk Management staff determine in a timely manner your eligibility for benefits.

REPORTING FORMS

1. For all injuries/illnesses, please complete an “Employee/Volunteer Injury/Illness Report” form. Complete and sign the “Employee” portion and return it to your manager or supervisor.

2. If an injury or illness requires more than first aid treatment, your manager or supervisor should provide you with an “Employee’s Claim for Workers’ Compensation Benefits” form. Complete and sign the “Employee” portion of this form and return it to your supervisor.

3. Prior to going for treatment or evaluation at St. Jude Heritage Medical Group or a Saddleback Family & Urgent Care facility, you should receive from your manager or supervisor a “Medical Service Order.” This form lets the medical facility know that you are being seen for a work-related injury or illness.

All forms and maps mentioned above can be found at: [http://riskmanagement.fullerton.edu/Forms/index.htm](http://riskmanagement.fullerton.edu/Forms/index.htm)

MEDICAL TREATMENT

If an injury or illness requires only “first aid” treatment, such as removing a splinter or the treatment of minor cuts and abrasions, utilize the first aid kit located in your department. **Effective July 1, 2008**, the University’s Student Health Center will no longer provide “first aid” treatment to faculty, staff or student employees who become injured or ill as a result of a work-related injury or illness. If first aid is not administered in the department, proceed to one of the medical facilities below.
Employees at the Fullerton campus requiring medical treatment who have not pre-designated a physician should go to St. Jude Heritage Medical Group in Fullerton.

- St. Jude Heritage Medical Group- Fullerton
  Department of Occupational Health Services
  2720 N. Harbor Blvd., Suite 130, Fullerton, CA 92835
  Phone: (714) 449-6200
  Clinic Hours: 24 hours, 7 days a week

Employees at the Irvine campus requiring medical treatment who have not pre-designated a physician should go to one of the following Saddleback Family & Urgent Care Medical Group locations.

- Saddleback Family & Urgent Care Medical Group, Lake Forest Center
  22855 Lake Forest Drive, Lake Forest, CA
  Phone: (949) 452-7544
  Clinic Hours: 8 a.m. – 8 p.m., M-F and 8 a.m. – 4 p.m., Sat. & Sun.

- Saddleback Family & Urgent Care Medical Group, Mission Viejo Center
  23962 Alicia Parkway, Mission Viejo, CA
  Phone: (949) 452-7699
  Clinic Hours: 8 a.m. – 8 p.m., 7 days/week (Holidays 8 a.m. – 5 p.m.)

- Saddleback Memorial Medical Center, Emergency Department
  24452 Health Center Drive, Laguna Hills, CA
  Phone: (949) 452-3564
  (when either of the clinics above is closed)

If you cannot drive or arrange timely transportation your manager or supervisor will contact Risk Management to arrange transportation. An employee who needs medical attention may not be transported by another University employee, supervisor or manager.

**PHYSICIAN PRE-DESIGNATION**

You have the option of pre-designating your personal physician as your treating physician in the event of a work-related injury/illness. This designation must occur prior to a work-related injury/illness. You bear the responsibility of keeping your physician pre-designation current. A copy of the “Personal Physician Pre-Designation” form can be found on the Risk Management website. If you choose to pre-designate, please review the pre-designation information on the Risk Management website, complete the form, sign and return it to Risk Management, CP-700. (Please note that your personal physician must also sign the pre-designation form.)

http://riskmanagement.fullerton.edu/WorkersCompensation/PreDesignatingADoctor.htm
If you have pre-designated a physician but are unable to arrange timely transportation to that location or at the determination of your manager or supervisor are unable to drive due to the extent of your work-related injury/illness, your manager or supervisor will contact Risk Management to arrange transportation to St. Jude Heritage Medical Group or to one of the Saddleback Family & Urgent Care Medical Group locations.

QUESTIONS AND CONTACTS

All claims are submitted to the University’s Workers’ Compensation claims administrator, Sedgwick CMS. A representative of Sedgwick CMS will contact you and may ask some questions about your injury/illness. They will also respond to any questions or concerns you may have about your claim.

Risk Management is here to help you through these various situations. If you have any questions regarding Sedgwick CMS or the University’s Workers’ Compensation program, please contact Alisha Brown, the University’s Workers’ Compensation Program Manager, at extension 2824 or visit the Risk Management Website at http://riskmanagement.fullerton.edu/Workers_Compensation/index.htm.