

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility *Formulario de Reclamo de Compensación de Trabajadores (DWC 1) y Notificación de Posible Elegibilidad*



If you are injured or become ill, either physically or mentally, because of your job, including injuries resulting from a workplace crime, you may be entitled to workers' compensation benefits. Use the attached form to file a workers' compensation claim with your employer. **You should read all of the information below.** Keep this sheet and all other papers for your records. You may be eligible for some or all of the benefits listed depending on the nature of your claim. If you file a claim, the claims administrator, who is responsible for handling your claim, must notify you within 14 days whether your claim is accepted or whether additional investigation is needed.

To file a claim, complete the "Employee" section of the form, keep one copy and give the rest to your employer. Do this right away to avoid problems with your claim. In some cases, benefits will not start until you inform your employer about your injury by filing a claim form. Describe your injury completely. Include every part of your body affected by the injury. If you mail the form to your employer, use first-class or certified mail. If you buy a return receipt, you will be able to prove that the claim form was mailed and when it was delivered. Within one working day after you file the claim form, your employer must complete the "Employer" section, give you a dated copy, keep one copy, and send one to the claims administrator.

Medical Care: Your claims administrator will pay for all reasonable and necessary medical care for your work injury or illness. Medical benefits are subject to approval and may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, medicines, equipment and travel costs. Your claims administrator will pay the costs of approved medical services directly so you should never see a bill. There are limits on chiropractic, physical therapy, and other occupational therapy visits.

The Primary Treating Physician (PTP) is the doctor with the overall responsibility for treatment of your injury or illness.

- If you previously designated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.
- If your employer is using a medical provider network (MPN) or Health Care Organization (HCO), in most cases, you will be treated in the MPN or HCO unless you predesignated your personal physician or a medical group. An MPN is a group of health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- If your employer is not using an MPN or HCO, in most cases, the claims administrator can choose the doctor who first treats you unless you predesignated your personal physician or a medical group.
- If your employer has not put up a poster describing your rights to workers' compensation, you may be able to be treated by your personal physician right after you are injured.

Within one working day after you file a claim form, your employer or the claims administrator must authorize up to \$10,000 in treatment for your injury, consistent with the applicable treating guidelines until the claim is accepted or rejected. If the employer or claims administrator does not authorize treatment right away, talk to your supervisor, someone else in management, or the claims administrator. Ask for treatment to be authorized right now, while waiting for a decision on your claim. If the employer or claims administrator will not authorize treatment, use your own health insurance to get medical care. Your health insurer will seek reimbursement from the claims administrator. If you do not have health insurance, there are doctors, clinics or hospitals that will treat you without immediate payment. They will seek reimbursement from the claims administrator.

Switching to a Different Doctor as Your PTP:

- If you are being treated in a Medical Provider Network (MPN), you may switch to other doctors within the MPN after the first visit.
- If you are being treated in a Health Care Organization (HCO), you may switch at least one time to another doctor within the HCO. You may switch to a doctor outside the HCO 90 or 180 days after your injury is reported to your employer (depending on whether you are covered by employer provided health insurance).
- If you are not being treated in an MPN or HCO and did not predesignate, you may switch to a new doctor one time during the first 30 days after your injury is reported to your employer. Contact the claims administrator to switch doctors. After 30 days, you may switch to a doctor of your choice if

Si Ud. se lesiona o se enferma, ya sea físicamente o mentalmente, debido a su trabajo, incluyendo lesiones que resulten de un crimen en el lugar de trabajo, es posible que Ud. tenga derecho a beneficios de compensación de trabajadores. Utilice el formulario adjunto para presentar un reclamo de compensación de trabajadores con su empleador. **Ud. debe leer toda la información a continuación.** Guarde esta hoja y todos los demás documentos para sus archivos. Es posible que usted reúna los requisitos para todos los beneficios, o parte de éstos, que se enumeran dependiendo de la índole de su reclamo. Si usted presenta un reclamo, el administrador de reclamos, quien es responsable por el manejo de su reclamo, debe notificarle dentro de 14 días si se acepta su reclamo o si se necesita investigación adicional.

Para presentar un reclamo, llene la sección del formulario designada para el "Empleado," guarde una copia, y déle el resto a su empleador. Haga esto de inmediato para evitar problemas con su reclamo. En algunos casos, los beneficios no se iniciarán hasta que usted le informe a su empleador acerca de su lesión mediante la presentación de un formulario de reclamo. Describa su lesión por completo. Incluya cada parte de su cuerpo afectada por la lesión. Si usted le envía por correo el formulario a su empleador, utilice primera clase o correo certificado. Si usted compra un acuse de recibo, usted podrá demostrar que el formulario de reclamo fue enviado por correo y cuando fue entregado. Dentro de un día laboral después de presentar el formulario de reclamo, su empleador debe completar la sección designada para el "Empleador," le dará a Ud. una copia fechada, guardará una copia, y enviará una al administrador de reclamos.

Atención Médica: Su administrador de reclamos pagará por toda la atención médica razonable y necesaria para su lesión o enfermedad relacionada con el trabajo. Los beneficios médicos están sujetos a la aprobación y pueden incluir tratamiento por parte de un médico, los servicios de hospital, la terapia física, los análisis de laboratorio, las medicinas, equipos y gastos de viaje. Su administrador de reclamos pagará directamente los costos de los servicios médicos aprobados de manera que usted nunca verá una factura. Hay límites en terapia quiropráctica, física y otras visitas de terapia ocupacional.

El Médico Primario que le Atiende (Primary Treating Physician- PTP) es el médico con la responsabilidad total para tratar su lesión o enfermedad.

- Si usted designó previamente a su médico personal o a un grupo médico, usted podrá ver a su médico personal o grupo médico después de lesionarse.
- Si su empleador está utilizando una red de proveedores médicos (*Medical Provider Network- MPN*) o una Organización de Cuidado Médico (*Health Care Organization- HCO*), en la mayoría de los casos, usted será tratado en la *MPN* o *HCO* a menos que usted hizo una designación previa de su médico personal o grupo médico. Una *MPN* es un grupo de proveedores de asistencia médica quien da tratamiento a los trabajadores lesionados en el trabajo. Usted debe recibir información de su empleador si su tratamiento es cubierto por una *HCO* o una *MPN*. Hable con su empleador para más información.
- Si su empleador no está utilizando una *MPN* o *HCO*, en la mayoría de los casos, el administrador de reclamos puede elegir el médico que lo atiende primero a menos de que usted hizo una designación previa de su médico personal o grupo médico.
- Si su empleador no ha colocado un cartel describiendo sus derechos para la compensación de trabajadores, Ud. puede ser tratado por su médico personal inmediatamente después de lesionarse.

Dentro de un día laboral después de que Ud. presente un formulario de reclamo, su empleador o el administrador de reclamos debe autorizar hasta \$10,000 en tratamiento para su lesión, de acuerdo con las pautas de tratamiento aplicables, hasta que el reclamo sea aceptado o rechazado. Si el empleador o administrador de reclamos no autoriza el tratamiento de inmediato, hable con su supervisor, alguien más en la gerencia, o con el administrador de reclamos. Pida que el tratamiento sea autorizado ya mismo, mientras espera una decisión sobre su reclamo. Si el empleador o administrador de reclamos no autoriza el tratamiento, utilice su propio seguro médico para recibir atención médica. Su compañía de seguro médico buscará reembolso del administrador de reclamos. Si usted no tiene seguro médico, hay médicos, clínicas u hospitales que lo tratarán sin pago inmediato. Ellos buscarán reembolso del administrador de reclamos.

Cambiando a otro Médico Primario o PTP:

- Si usted está recibiendo tratamiento en una Red de Proveedores Médicos

your employer or the claims administrator has not created or selected an MPN.

Disclosure of Medical Records: After you make a claim for workers' compensation benefits, your medical records will not have the same level of privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" (keep private) certain medical records.

Problems with Medical Care and Medical Reports: At some point during your claim, you might disagree with your PTP about what treatment is necessary. If this happens, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, the steps to take depend on whether you are receiving care in an MPN, HCO, or neither. For more information, see "Learn More About Workers' Compensation," below.

If the claims administrator denies treatment recommended by your PTP, you may request independent medical review (IMR) using the request form included with the claims administrator's written decision to deny treatment. The IMR process is similar to the group health IMR process, and takes approximately 40 (or fewer) days to arrive at a determination so that appropriate treatment can be given. Your attorney or your physician may assist you in the IMR process. IMR is not available to resolve disputes over matters other than the medical necessity of a particular treatment requested by your physician.

If you disagree with your PTP on matters other than treatment, such as the cause of your injury or how severe the injury is, you can switch to other doctors as described above. If you cannot reach agreement with another doctor, notify the claims administrator in writing as soon as possible. In some cases, you risk losing the right to challenge your PTP's opinion unless you do this promptly. If you do not have an attorney, the claims administrator must send you instructions on how to be seen by a doctor called a qualified medical evaluator (QME) to help resolve the dispute. If you have an attorney, the claims administrator may try to reach agreement with your attorney on a doctor called an agreed medical evaluator (AME). If the claims administrator disagrees with your PTP on matters other than treatment, the claims administrator can require you to be seen by a QME or AME.

Payment for Temporary Disability (Lost Wages): If you can't work while you are recovering from a job injury or illness, you may receive temporary disability payments for a limited period. These payments may change or stop when your doctor says you are able to return to work. These benefits are tax-free. Temporary disability payments are two-thirds of your average weekly pay, within minimums and maximums set by state law. Payments are not made for the first three days you are off the job unless you are hospitalized overnight or cannot work for more than 14 days.

Stay at Work or Return to Work: Being injured does not mean you must stop working. If you can continue working, you should. If not, it is important to go back to work with your current employer as soon as you are medically able. Studies show that the longer you are off work, the harder it is to get back to your original job and wages. While you are recovering, your PTP, your employer (supervisors or others in management), the claims administrator, and your attorney (if you have one) will work with you to decide how you will stay at work or return to work and what work you will do. Actively communicate with your PTP, your employer, and the claims administrator about the work you did before you were injured, your medical condition and the kinds of work you can do now, and the kinds of work that your employer could make available to you.

Payment for Permanent Disability: If a doctor says you have not recovered completely from your injury and you will always be limited in the work you can do, you may receive additional payments. The amount will depend on the type of injury, extent of impairment, your age, occupation, date of injury, and your wages before you were injured.

Supplemental Job Displacement Benefit (SJDB): If you were injured on or after 1/1/04, and your injury results in a permanent disability and your employer does not offer regular, modified, or alternative work, you may qualify for a nontransferable voucher payable for retraining and/or skill enhancement. If you qualify, the claims administrator will pay the costs up to the maximum set by state law.

Death Benefits: If the injury or illness causes death, payments may be made to a

(Medical Provider Network- MPN), usted puede cambiar a otros médicos dentro de la MPN después de la primera visita.

- Si usted está recibiendo tratamiento en un Organización de Cuidado Médico (Healthcare Organization- HCO), es posible cambiar al menos una vez a otro médico dentro de la HCO. Usted puede cambiar a un médico fuera de la HCO 90 o 180 días después de que su lesión es reportada a su empleador (dependiendo de si usted está cubierto por un seguro médico proporcionado por su empleador).
- Si usted no está recibiendo tratamiento en una MPN o HCO y no hizo una designación previa, usted puede cambiar a un nuevo médico una vez durante los primeros 30 días después de que su lesión es reportada a su empleador. Póngase en contacto con el administrador de reclamos para cambiar de médico. Después de 30 días, puede cambiar a un médico de su elección si su empleador o el administrador de reclamos no ha creado o seleccionado una MPN.

Divulgación de Expedientes Médicos: Después de que Ud. presente un reclamo para beneficios de compensación de trabajadores, sus expedientes médicos no tendrán el mismo nivel de privacidad que usted normalmente espera. Si Ud. No está de acuerdo en divulgar voluntariamente los expedientes médicos, un juez de compensación de trabajadores posiblemente decida qué expedientes serán revelados. Si usted solicita privacidad, es posible que el juez "selle" (mantenga privados) ciertos expedientes médicos.

Problemas con la Atención Médica y los Informes Médicos: En algún momento durante su reclamo, podría estar en desacuerdo con su PTP sobre qué tratamiento es necesario. Si esto sucede, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, los pasos a seguir dependen de si usted está recibiendo atención en una MPN, HCO o ninguna de las dos. Para más información, consulte la sección "Aprenda Más Sobre la Compensación de Trabajadores," a continuación.

Si el administrador de reclamos niega el tratamiento recomendado por su PTP, puede solicitar una revisión médica independiente (*Independent Medical Review-IMR*), utilizando el formulario de solicitud que se incluye con la decisión por escrito del administrador de reclamos negando el tratamiento. El proceso de la IMR es parecido al proceso de la IMR de un seguro médico colectivo, y tarda aproximadamente 40 (o menos) días para llegar a una determinación de manera que se pueda dar un tratamiento apropiado. Su abogado o su médico le pueden ayudar en el proceso de la IMR. La IMR no está disponible para resolver disputas sobre cuestiones aparte de la necesidad médica de un tratamiento particular solicitado por su médico.

Si no está de acuerdo con su PTP en cuestiones aparte del tratamiento, como la causa de su lesión o la gravedad de la lesión, usted puede cambiar a otros médicos como se describe anteriormente. Si no puede llegar a un acuerdo con otro médico, notifique al administrador de reclamos por escrito tan pronto como sea posible. En algunos casos, usted arriesga perder el derecho a objetar a la opinión de su PTP a menos que hace esto de inmediato. Si usted no tiene un abogado, el administrador de reclamos debe enviarle instrucciones para ser evaluado por un médico llamado un evaluador médico calificado (*Qualified Medical Evaluator-QME*) para ayudar a resolver la disputa. Si usted tiene un abogado, el administrador de reclamos puede tratar de llegar a un acuerdo con su abogado sobre un médico llamado un evaluador médico acordado (*Agreed Medical Evaluator- AME*). Si el administrador de reclamos no está de acuerdo con su PTP sobre asuntos aparte del tratamiento, el administrador de reclamos puede exigirle que sea atendido por un QME o AME.

Pago por Incapacidad Temporal (Sueldos Perdidos): Si Ud. no puede trabajar, mientras se está recuperando de una lesión o enfermedad relacionada con el trabajo, Ud. puede recibir pagos por incapacidad temporal por un período limitado. Estos pagos pueden cambiar o parar cuando su médico diga que Ud. Está en condiciones de regresar a trabajar. Estos beneficios son libres de impuestos. Los pagos por incapacidad temporal son dos tercios de su pago semanal promedio, con cantidades mínimas y máximas establecidas por las leyes estatales. Los pagos no se hacen durante los primeros tres días en que Ud. no trabaje, a menos que Ud. sea hospitalizado una noche o no puede trabajar durante más de 14 días.

Permanezca en el Trabajo o Regreso al Trabajo: Estar lesionado no significa que usted debe dejar de trabajar. Si usted puede seguir trabajando, usted debe hacerlo. Si no es así, es importante regresar a trabajar con su empleador actual tan

spouse and other relatives or household members who were financially dependent on the deceased worker.

It is illegal for your employer to punish or fire you for having a job injury or illness, for filing a claim, or testifying in another person's workers' compensation case (Labor Code 132a). If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

Resolving Problems or Disputes: You have the right to disagree with decisions affecting your claim. If you have a disagreement, contact your employer or claims administrator first to see if you can resolve it. If you are not receiving benefits, you may be able to get State Disability Insurance (SDI) or unemployment insurance (UI) benefits. Call the state Employment Development Department at (800) 480-3287 or (866) 333-4606, or go to their website at www.edd.ca.gov.

You Can Contact an Information & Assistance (I&A) Officer: State I&A officers answer questions, help injured workers, provide forms, and help resolve problems. Some I&A officers hold workshops for injured workers. To obtain important information about the workers' compensation claims process and your rights and obligations, go to www.dwc.ca.gov or contact an I&A officer of the state Division of Workers' Compensation. You can also hear recorded information and a list of local I&A offices by calling (800) 736-7401.

You can consult with an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at www.californiaspecialist.org.

Learn More About Workers' Compensation: For more information about the workers' compensation claims process, go to www.dwc.ca.gov. At the website, you can access a useful booklet, "Workers' Compensation in California: A Guidebook for Injured Workers." You can also contact an Information & Assistance Officer (above), or hear recorded information by calling 1-800-736-7401.

pronto como usted pueda medicamente hacerlo. Los estudios demuestran que entre más tiempo esté fuera del trabajo, más difícil es regresar a su trabajo original y a sus salarios. Mientras se está recuperando, su *PTP*, su empleador (supervisores u otras personas en la gerencia), el administrador de reclamos, y su abogado (si tiene uno) trabajarán con usted para decidir cómo va a permanecer en el trabajo o regresar al trabajo y qué trabajo hará. Comuníquese de manera activa con su *PTP*, su empleador y el administrador de reclamos sobre el trabajo que hizo antes de lesionarse, su condición médica y los tipos de trabajo que usted puede hacer ahora y los tipos de trabajo que su empleador podría poner a su disposición.

Pago por Incapacidad Permanente: Si un médico dice que no se ha recuperado completamente de su lesión y siempre será limitado en el trabajo que puede hacer, es posible que Ud. reciba pagos adicionales. La cantidad dependerá de la clase de lesión, grado de deterioro, su edad, ocupación, fecha de la lesión y sus salarios antes de lesionarse.

Beneficio Suplementario por Desplazamiento de Trabajo (Supplemental Job Displacement Benefit- SJDDB): Si Ud. se lesionó en o después del 1/1/04, y su lesión resulta en una incapacidad permanente y su empleador no ofrece un trabajo regular, modificado, o alternativo, usted podría cumplir los requisitos para recibir un vale no-transferible pagadero a una escuela para recibir un nuevo curso de reentrenamiento y/o mejorar su habilidad. Si Ud. cumple los requisitos, el administrador de reclamos pagará los gastos hasta un máximo establecido por las leyes estatales.

Beneficios por Muerte: Si la lesión o enfermedad causa la muerte, es posible que los pagos se hagan a un cónyuge y otros parientes o a las personas que viven en el hogar que dependían económicamente del trabajador difunto.

Es ilegal que su empleador le castigue o despidan por sufrir una lesión o enfermedad laboral, por presentar un reclamo o por testificar en el caso de compensación de trabajadores de otra persona. (Código Laboral, sección 132a.) De ser probado, usted puede recibir pagos por pérdida de sueldos, reposición del trabajo, aumento de beneficios y gastos hasta los límites establecidos por el estado.

Resolviendo problemas o disputas: Ud. tiene derecho a no estar de acuerdo con las decisiones que afecten su reclamo. Si Ud. tiene un desacuerdo, primero comuníquese con su empleador o administrador de reclamos para ver si usted puede resolverlo. Si usted no está recibiendo beneficios, es posible que Ud. pueda obtener beneficios del Seguro Estatal de Incapacidad (*State Disability Insurance- SDI*) o beneficios del desempleo (*Unemployment Insurance- UI*). Llame al Departamento del Desarrollo del Empleo estatal al (800) 480-3287 o (866) 333-4606, o visite su página Web en www.edd.ca.gov.

Puede Contactar a un Oficial de Información y Asistencia (Information & Assistance- I&A): Los Oficiales de Información y Asistencia (*I&A*) estatal contestan preguntas, ayudan a los trabajadores lesionados, proporcionan formularios y ayudan a resolver problemas. Algunos oficiales de *I&A* tienen talleres para trabajadores lesionados. Para obtener información importante sobre el proceso de la compensación de trabajadores y sus derechos y obligaciones, vaya a www.dwc.ca.gov o comuníquese con un oficial de información y asistencia de la División Estatal de Compensación de Trabajadores. También puede escuchar información grabada y una lista de las oficinas de *I&A* locales llamando al (800) 736-7401.

Ud. puede consultar con un abogado. La mayoría de los abogados ofrecen una consulta gratis. Si Ud. decide contratar a un abogado, los honorarios serán tomados de algunos de sus beneficios. Para obtener nombres de abogados de compensación de trabajadores, llame a la Asociación Estatal de Abogados de California (*State Bar*) al (415) 538-2120, o consulte su página Web en www.californiaspecialist.org.

Aprenda Más Sobre la Compensación de Trabajadores: Para obtener más información sobre el proceso de reclamos del programa de compensación de trabajadores, vaya a www.dwc.ca.gov. En la página Web, podrá acceder a un folleto útil, "Compensación del Trabajador de California: Una Guía para Trabajadores Lesionados." También puede contactar a un oficial de Información y Asistencia (arriba), o escuchar información grabada llamando al 1-800-736- 7401.



WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at **(800) 736-7401**. An explanation of workers' compensation benefits is included in the Notice of Potential Eligibility, which is the cover sheet of this form. Detach and save this notice for future reference.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them. You may receive written notices from your employer or its claims administrator about your claim. If your claims administrator offers to send you notices electronically, and you agree to receive these notices only by email, please provide your email address below and check the appropriate box. If you later decide you want to receive the notices by mail, you must inform your employer in writing.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Empleado: Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la Division de Compensación al Trabajador al **(800) 736-7401** para oír información gravada. Una explicación de los beneficios de compensación de trabajadores está incluido en la Notificación de Posible Elegibilidad, que es la hoja de portada de esta forma. Separe y guarde esta notificación como referencia para el futuro.

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos. Es posible que reciba notificaciones escritas de su empleador o de su administrador de reclamos sobre su reclamo. Si su administrador de reclamos ofrece enviarle notificaciones electrónicamente, y usted acepta recibir estas notificaciones solo por correo electrónico, por favor proporcione su dirección de correo electrónico abajo y marque la caja apropiada. Si usted decide después que quiere recibir las notificaciones por correo, usted debe de informar a su empleador por escrito.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonia".

Employee—complete this section and see note above

Empleado—complete esta sección y note la notación arriba.

1. Name. <i>Nombre.</i> _____	Today's Date. <i>Fecha de Hoy</i> _____
2. Home Address. <i>Dirección Residencial.</i> _____	
3. City. <i>Ciudad.</i> _____	State. <i>Estado</i> _____ Zip. <i>Código Postal.</i> _____
4. Date of Injury. <i>Fecha de la lesión (accidente)</i> _____	Time of Injury. <i>Hora en que ocurrió.</i> _____ ☐ a.m. ☐ p.m.
5. Address and description of where injury happened. <i>Dirección/lugar dónde ocurrió el accidente.</i> _____	
6. Describe injury and part of body affected. <i>Describe la lesión y parte del cuerpo afectada.</i> _____	
7. Social Security Number. <i>Número de Seguro Social del Empleado</i> _____	
8. ☐ Check if you agree to receive notices about your claim by email only. ☐ <i>Marque si usted acepta recibir notificaciones sobre su reclamo solo por correo electrónico.</i> Employee's e-mail. _____ <i>Correo electrónico del empleado.</i> _____	
You will receive benefit notices by regular mail if you do not choose, or your claims administrator does not offer, an electronic service option. <i>Usted recibirá notificaciones de beneficios por correo ordinario si usted no escoge, o su administrador de reclamos no le ofrece, una opción de servicio electrónico.</i>	
9. Signature of employee. <i>Firma del empleado.</i> _____	

Employer—complete this section and see note below. Empleador—complete esta sección y note la notación abajo.

10. Name of employer. <i>Nombre del empleador</i> _____	
11. Address. <i>Dirección</i> _____	
12. Date employer first knew of injury. <i>Fecha en que el empleador supo por primera vez de la lesión o accidente</i> _____	
13. Date claim form was provided to employee. <i>Fecha en que se le entregó al empleado la petición.</i> _____	
14. Date employer received claim form. <i>Fecha en que el empleado devolvió la petición al empleador.</i> _____	
15. Name and address of insurance carrier or adjusting agency. <i>Nombre y dirección de la compañía de seguros o agencia administradora de seguros.</i> _____	
16. Insurance Policy Number. <i>El número de la póliza de Seguro.</i> _____	
17. Signature of employer representative. <i>Firma del representante del empleador.</i> _____	
18. Title. <i>Título</i> _____	19. Telephone. <i>Teléfono.</i> _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within **one working day** of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

Empleador: Se requiere que Ud. feche esta forma y que provéa copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamos y al empleado que hayan presentado esta petición dentro del plazo de **un día hábil** desde el momento de haber sido recibida la forma del empleado.

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

CONFIDENTIAL

Cajon Valley Union School District
Workers' Compensation
SUPERVISOR'S REPORT OF ACCIDENT

CLAIM/CASE # _____

DATE OF INJURY: _____ TIME: _____ ☐ AM ☐ PM

TIME EMPLOYEE BEGAN WORK: _____ ☐ AM ☐ PM

UNABLE TO WORK ONE FULL DAY AFTER DATE OF INJURY? ☐ YES ☐ NO DATE LAST WORKED: _____ DATE RETURNED TO WORK: _____

STILL OFF WORK? ☐ YES ☐ NO WHEN DID SUPERVISOR FIRST KNOW OF INJURY? _____

DATE EMPLOYEE WAS PROVIDED CLAIM FORM _____ DATE EMPLOYEE RETURNED CLAIM FORM _____

SUPERVISOR IN CHARGE WHEN ACCIDENT OCCURRED (ENTER NAME): _____ PRESENT AT ACCIDENT? ☐ YES ☐ NO

NAME _____ SOCIAL SECURITY NO. _____ BIRTH DATE _____			
STREET ADDRESS _____ PHONE _____ City, State, and Zip			
SEX: M ☐ F ☐ JOB TITLE _____ HIRE DATE _____			
_____ HOURS/DAY _____ DAYS/WEEK _____ TOTAL WEEKLY HOURS _____ FULL TIME ☐ PART TIME ☐ TEMPORARY ☐			
INJURY LOCATION ☐ ATHLETIC FIELD/COURTS ☐ BATHROOM ☐ BUS STOP ☐ CLASSROOM ☐ LOCKER ROOM ☐ LUNCH AREA ☐ OTHER (SPECIFY) _____ ☐ OFFICE ☐ PARKING LOT ☐ PLAYGROUND ☐ POOL ☐ ROADWAY ☐ SCIENCE LAB ☐ SHOP LAB ☐ SIDEWALK ☐ STAIRS DEPARTMENT _____	PART OF BODY INJURED SIDE OF BODY: ☐ LEFT ☐ RIGHT ☐ ANKLE ☐ FINGER ☐ LEG ☐ ARM ☐ FOOT ☐ MOUTH ☐ BACK ☐ GROIN ☐ NECK ☐ CHEST ☐ HAND ☐ NOSE ☐ CHIN ☐ HEAD ☐ SHOULDER ☐ EAR ☐ HIP ☐ STOMACH ☐ EYE ☐ KNEE ☐ WRIST ☐ FACE ☐ OTHER (SPECIFY) _____	NATURE OF INJURY ☐ ABRASION ☐ FRACTURE ☐ BITE/STING ☐ INTERNAL ☐ BRUISE ☐ NO VISIBLE INJURY ☐ BURN ☐ PAIN ☐ CHEMICAL EXP. ☐ PUNCTURED ☐ CUT ☐ REDNESS ☐ DISLOCATION ☐ SPRAIN/STRAIN ☐ FOREIGN BODY ☐ SWELLING ☐ OTHER (SPECIFY) _____	CAUSE OF INJURY ☐ ANIMAL/INSECT ☐ HAND TOOL ☐ ANOTHER STUDENT ☐ POLE ☐ BUILDING ☐ POWERED TOOL ☐ CHEMICALS ☐ SELF ☐ EQUIPMENT ☐ SURFACE ☐ FENCE/GATE ☐ THROWN OBJECT ☐ FOOD/DRINK ☐ VEGETATION ☐ FURNITURE ☐ VEHICLE ☐ OTHER (SPECIFY) _____
WHAT SPECIFIC ACTIVITY WAS EMPLOYEE PERFORMING AT TIME OF INJURY? _____ _____			
HOW DID ACCIDENT HAPPEN? _____ _____			
SPECIFY EQUIPMENT, MATERIALS AND/OR CHEMICALS INVOLVED: _____			
HOW WAS EMPLOYEE INSTRUCTED TO PREVENT ACCIDENT FROM RECURRING? _____ _____ _____		WAS SAFETY DEVICE PROVIDED? _____ IF YES, WAS IT IN USE AT TIME? _____ NAMES, TITLES, ADDRESSES AND PHONE NUMBERS OF WITNESSES: _____ _____ _____	
WAS THERE A VIOLATION OF APPROVED SAFETY PRACTICES/STANDARDS? IF YES, WHAT? _____ _____			
IMMEDIATE ACTION TAKEN			
FIRST AID TREATMENT ☐ YES ☐ NO		BY (NAME) _____	
SENT TO EMERGENCY ROOM ☐ YES ☐ NO		NAME OF HOSPITAL _____	
		ADDRESS _____ PHONE NO: _____	
SENT TO PHYSICIAN ☐ YES ☐ NO		NAME OF PHYSICIAN _____	
		ADDRESS _____ PHONE NO: _____	

SCHOOL/DEPARTMENT _____

SUPERVISOR NAME _____ TITLE _____

(PLEASE PRINT)

SIGNED SUPERVISOR _____ DATE _____

WHITE – District Office

CANARY – Keenan via District

PINK – Site of Accident

WORK COMP MEDICAL FACILITIES

Revised 7/29/24

East County Urgent Care 1625 East Main Street El Cajon, CA 92021 619-442-9896 M-F 8:15 am-5:00 pm Sat-Sun 9:00 am-3:00 pm	Concentra 7862 El Cajon Blvd Ste. 1 La Mesa, CA 91942 619-697-3093 M-F 8:00 am -5:00 pm No weekends
Sharp Reese-Stealy Occupational Health (OCC Med) Grossmont Medical Plaza near Urgent Care 5525 Grossmont Center Dr. Ste. 601 La Mesa, CA 91942 619-644-6600 M-F 8:00 am- 5:00 pm *If closed go to urgent care	Concentra 9745 Prospect Avenue Ste. 100 Santee, CA 92071 619-448-4841 M-F 7:00 am-5:00 pm No weekends
Sharp Urgent Care 8701 Cuyamaca St. Floor 1 Santee, CA 92071 619-568-8025 **use if Grossmont clinic is closed**	Concentra 5575 Ruffin Road Ste. 100 San Diego, CA 92123 858-277-2744 Open 24 hours a day, 7 days a week
Kaiser on the Job (KOJ) Clairemont Mesa Medical Offices 6911 Convoy Court 3rd Floor ste. 316 San Diego, CA 92111 833-242-8500 M-F 9:00am-5:00pm	Kaiser on the Job (KOJ) Otay Medical Offices 4650 Palm Ave Building 2, 2nd floor San Diego, CA 92154 833-242-8500 M-F 9:00am-5:00pm
After Hours/Urgent Care for Kaiser La Mesa Medical Offices 8080 Parkay Dr. La Mesa, CA 91942 833-574-2273 Hours: 9:00am-9:00pm 7 days a week	After Hours/Urgent Care for Kaiser 9455 Clairemont Mesa Blvd San Diego, CA 92123 858-266-5000 Hours: 9:00am-9:00pm 7 days a week

Principal/SAA/Head of Department:

The injured employee may choose any of the facilities above. Complete the Medical Service Order and instruct worker to give it to the medical facility when they check in. If prior to the injury, the worker has a pre-designation on file (check with Jessica first 619-588-3008), they may go to their own doctor.

Injured Worker:

You should receive status report after each visit, if you do not, ASK. Always submit the note to your supervisor immediately after the appointment. This note will determine if you may return to work with or without instructions.

Supervisor:

Be sure to review each note from each appointment. A Transitional Work Plan is needed for all modified work cases.

KEENAN AND ASSOCIATES
MEDICAL SERVICE ORDER
P.O. BOX 7991 RIVERSIDE, CA 92513
951-715-0190

To Medical Facility/Doctor: _____
Injured Employee's Name: _____
was injured on (date) _____ at (time) _____ while employed at:
Cajon Valley Union School District P.O. Box 1007, El Cajon, CA 92022 619-588-3008

Please give necessary medical care, then complete and send the
Doctor's First Report of Work Injury to Keenan and Associates

Signed by: _____ School/Dept: _____
Title: _____ Date: _____

(rev: 8/16/24)

One Time Visit Only

Facility	Sent To
Kaiser	
Concentra	
East County Urgent Care	
Sharp	

Workers' Compensation Temporary Prescription ID Card

»» To the Injured Worker:

On your first visit, please give this notice to any pharmacy listed on the back side to speed processing your approved workers' compensation prescriptions (based on the guidelines established by your employer).

Questions or need assistance locating a participating retail network pharmacy? Call the Express Scripts Patient Care Contact Center at 800.945.5951.

Atencion Trabajador Lesionado:

Este formulario de identificación para servicios temporales de prescripción de recetas por compensación del trabajador DEBERÁ SER PRESENTADO a su farmacéutico al surtir su(s) receta(s) inicial(es).

Si tiene cualquier duda o necesita localizar una farmacia participante, por favor contacte al área de Atención a Clientes de Express Scripts, en el teléfono 800.945.5951.

»» To the Pharmacist:

Express Scripts administers this workers' compensation prescription program. Please follow the steps below to submit a claim. Standard claim limitations include quantity exceeding 150 pills or a day supply exceeding 14 days. This form is valid for up to 30 days from DOI. Limitations may vary. For assistance, call Express Scripts at 888.786.9640.

Pharmacy Processing Steps

- Step 1: Enter bin number 003858
- Step 2: Enter processor control A4
- Step 3: Enter the group number as it appears above
- Step 4: Enter the injured worker's nine-digit ID number
- Step 5: Enter the injured worker's first and last name
- Step 6: Enter the injured worker's date of injury
(enter in DOI field in the format YYYYMMDD)

Express Scripts

ID #: _____
Your SSN is your temporary ID number; present to the pharmacy at the time prescription is filled. You will receive a new ID number shortly.

Date of Injury: ____/____/____
MM/DD/YYYY

Group #: KEENAN1

Employee Date of Birth: ____/____/____

Thank you for using a participating retail network pharmacy. Even though there is no direct cost to you, it's important that we all do our part to help control the rising cost of healthcare.

Please see other side for a list of participating retail network pharmacies.

»» To the Supervisor: Please fill in the information requested for the injured worker.

Employee Information

First M Last

Street Address or PO Box

City State ZIP

Employer Name



PRIME Rx

A Keenan Solution



EXPRESS SCRIPTS®

Participating Retail Network Pharmacies

A & P	Drug Emporium	Major Value	Schnucks
Acme Pharmacy	Drug Fair	Marsh Drugs	Scolar's
Albertson's	Drug Town	Medic Discount	Sedano
Albertson's/Acme	Drug World	Medicap	Shaw's
Albertson's/Osco	Eckerd	Medistat	Shop 'N Save
Albertson's/Sav-On	Econofoods	Meljer	Shopko
Amerisource	EPIC Pharmacy	Minyard	ShopRite
Bergen	Network	NCS HealthCare	Snyder
Anchor Pharmacies	FamilyMeds	Neighborcare	Stop & Shop
Arrow	Farm Fresh	Network	Sun Mart
Aurora	Farmer Jack	Pharmaceuticals	Super Fresh
Bartell Drugs	Food City	Northeast	Super Rx
Bigg's	Food Lion	Pharmacy Services	Target
Bi-Lo	Fred's	Oaco	Texas Oncology
Bi-Mart	Gemmel	P & C Food	Srvs
BJ's Wholesale	Giant	Markets	The Pharm
Club	Giant Eagle	Pamida	Thrifty White
Brooks	Giant Foods	Park Nicollet	Times
Brookshire Brothers	Hannaford	Pathmark	Tom Thumb
Brookshire Grocery	Harris Teeter	Pavilions	Tops
Bruno	H-E-B	Price Chopper	Ukrop's
Carrs	Hi-School	Publix	United Drugs
Cash Wise	Pharmacy	Quality Markets	United
Coborn's	Hy-Vee	Raley's	Supermarkets
Costco	Jewel/Osco	Randalls	Vons
Cub	Kash n Karry	Rite Aid	Waldbaums
CVS	Keltsch	Rosauers	Walgreens
D&W	Kerr	Rx Express	Wal-Mart
Dahl's	Kmart	RXD	Wegmans
Dierbergs	Knight Drugs	Safeway	Weis
Discount Drugmart	Kroger	Sam's Club	Winn Dixie
Doc's Drugs	LeaderNet (PSAO)	Sav-On	
Dominicks	Longs Drug Store	Save Mart	

NOTE: This form is not valid in the state of Ohio. For all other states, liability of a workers' compensation claim is not assumed based on the dispensing of medication(s) to a patient.



EXPRESS SCRIPTS®



Important Information about Medical Care if you have a Work-Related Injury or Illness

**Complete Written Employee Notification regarding Medical Provider Network
(Title 8, California Code of Regulations, Section 9767.12)**

California law requires your employer to provide and pay for medical treatment if you are injured at work. Your employer has chosen to provide this medical care by using a Workers' Compensation physician network called a Medical Provider Network (MPN). This MPN is administered by Harbor Health Systems.

This notification tells you what you need to know about the MPN program and describes your rights in choosing medical care for work-related injuries and illnesses.

- **What happens if I get injured at work?**

In case of an emergency, you should call 911 or go to the closest emergency room.

If you are injured at work, notify your employer as soon as possible. Your employer will provide you with a claim form. When you notify your employer that you have had a work-related injury, your employer or insurer will make an initial appointment with a doctor in the MPN.

- **What is an MPN?**

A Medical Provider Network (MPN) is a group of health care providers (physicians and other medical providers) used by YOUR EMPLOYER to treat workers injured on the job. MPNs must allow employees to have a choice of provider(s). Each MPN must include a mix of doctors specializing in work-related injuries and doctors with expertise in general areas of medicine.

- **What MPN is used by my employer?**

Your employer is using the PRIME Advantage MPN Powered by Harbor Health Systems MPN with the identification number 2358. You must refer to the MPN name and the MPN identification number whenever you have questions or requests about the MPN.

- **Who can I contact if I have questions about my MPN?**

The MPN Contact listed in this notification will be able to answer your questions about the use of the MPN and will address any complaints regarding the MPN.

The contact for your MPN is:

Name: Harbor Health Systems MPN Contact
Title: MPN Contact
Address: P.O. Box 11779, Newport Beach, CA 92658-5041
Telephone Number: (888) 626-1737
Email address: MPNcontact@harborsys.com

General information regarding the MPN can also be found at the following website: www.harborsys.com/Keenan

- **What if I need help finding and making an appointment with a doctor?**

The MPN's Medical Access Assistant will help you find available MPN physicians of your choice and can assist you with scheduling and confirming physician appointments. The Medical Access Assistant is available to assist you Monday through Saturday from 7am-8pm (Pacific) and schedule medical appointments during doctors' normal business hours. Assistance is available in English and in Spanish.

The contact information for the Medical Access Assistant is:

Toll Free Telephone Number: (855) 521-7080
Fax Number: (703) 873-0181
Email Address: MPNMAA@harcorsys.com

• **How do I find out which doctors are in my MPN?**

You can get a regional list of all MPN providers in your area by calling the MPN Contact or by going to our website at: www.harcorsys.com/Keenan. At minimum, the regional list must include a list of all MPN providers within 15 miles of your workplace and/or residence or a list of all MPN providers within the county where you live and/or work. You may choose which list you wish to receive. You also have the right to obtain a list of all the MPN providers upon request.

You can access the roster of all treating physicians in the MPN by going to the website at www.harcorsys.com/Keenan.

• **How do I choose a provider?**

Your employer or the insurer for your employer will arrange the initial medical evaluation with an MPN physician. After the first medical visit, you may continue to be treated by that doctor, or you may choose another doctor from the MPN. You may continue to choose doctors within the MPN for all of your medical care for this injury.

If appropriate, you may choose a specialist or ask your treating doctor for a referral to a specialist. Some specialists will only accept appointments with a referral from the treating doctor. Such specialist might be listed as "by referral only" in your MPN directory.

If you need help in finding a doctor or scheduling a medical appointment, you may call the Medical Access Assistant.

• **Can I change providers?**

Yes. You can change providers within the MPN for any reason, but the providers you choose should be appropriate to treat your injury. Contact the MPN Contact or your claims adjuster if you want to change your treating physician.

• **What standards does the MPN have to meet?**

The MPN has providers for the entire State of California.

The MPN must give you access to a regional list of providers that includes at least three physicians in each specialty commonly used to treat work injuries/illnesses in your industry. The MPN must provide access to primary treating physicians within 30 minutes or 15 miles and specialists within 60 minutes or 30 miles of where you work or live.

If you live in a rural area or an area where there is a health care shortage, there may be a different standard.

After you have notified your employer of your injury, the MPN must provide initial treatment within 3 business days. If treatment with a specialist has been authorized, the appointment with the specialist must be provided to you within 20 business days of your request.

If you have trouble getting an appointment with a provider in the MPN, contact the Medical Access Assistant.

If there are no MPN providers in the appropriate specialty available to treat your injury within the distance and timeframe requirements, then you will be allowed to seek the necessary treatment outside of the MPN.

• **What if there are no MPN providers where I am located?**

If you are a current employee living in a rural area or temporarily working or living outside the MPN service area, or you are a former employee permanently living outside the MPN service area, the MPN or your treating doctor will give you a list of at least three physicians who can treat you. The MPN may also allow you to choose your

own doctor outside of the MPN network. Contact your MPN Contact for assistance in finding a physician or for additional information.

- **What if I need a specialist that is not available in the MPN?**

If you need to see a type of specialist that is not available in the MPN, you have the right to see a specialist outside of the MPN.

- **What if I disagree with my doctor about medical treatment?**

If you disagree with your doctor or wish to change your doctor for any reason, you may choose another doctor within the MPN.

If you disagree with either the diagnosis or treatment prescribed by your doctor, you may ask for a second opinion from another doctor within the MPN. If you want a second opinion, you must contact the MPN contact or your claims adjuster and tell them you want a second opinion. The MPN should give you at least a regional or full MPN provider list from which you can choose a second opinion doctor. To get a second opinion, you must choose a doctor from the MPN list and make an appointment within 60 days. You must tell the MPN Contact of your appointment date, and the MPN will send the doctor a copy of your medical records. You can request a copy of your medical records that will be sent to the doctor.

If you do not make an appointment within 60 days of receiving the regional provider list, you will not be allowed to have a second or third opinion with regard to this disputed diagnosis or treatment of this treating physician.

If the second opinion doctor feels that your injury is outside of the type of injury he or she normally treats, the doctor's office will notify your employer or insurer and you. You will get another list of MPN doctors or specialists so you can make another selection.

If you disagree with the second opinion, you may ask for a third opinion. If you request a third opinion, you will go through the same process you went through for the second opinion.

Remember that if you do not make an appointment within 60 days of obtaining another MPN provider list, then you will not be allowed to have a third opinion with regard to this disputed diagnosis or treatment of this treating physician.

If you disagree with the third-opinion doctor, you may ask for an MPN Independent Medical Review (IMR). Your employer or MPN Contact will give you information on requesting an Independent Medical Review and a form at the time you select a third-opinion physician.

If either the second or third-opinion doctor or Independent Medical Reviewer agrees with your need for a treatment or test, you may be allowed to receive that medical service from a provider within the MPN, or if the MPN does not contain a physician who can provide the recommended treatment, you may choose a physician outside the MPN within a reasonable geographic area.

- **What if I am already being treated for a work-related injury before the MPN begins?**

Your employer or insurer has a "Transfer of Care" policy which will determine if you can continue being temporarily treated for an existing work-related injury by a physician outside of the MPN before your care is transferred into the MPN.

If your current doctor is not or does not become a member of the MPN, then you may be required to see a MPN physician. However, if you have properly predesignated a primary treating physician, you cannot be transferred into the MPN. (If you have questions about predesignation, ask your supervisor.)

If your employer decides to transfer you into the MPN, you and your primary treating physician must receive a letter notifying you of the transfer.

If you meet certain conditions, you may qualify to continue treating with a non-MPN physician for up to a year before you are transferred into the MPN. The qualifying conditions to postpone the transfer of your care into the MPN are set forth in the box below.

Can I Continue Being Treated By My Doctor?

You may qualify for continuing treatment with your non-MPN provider (through transfer of care or continuity of care) for up to a year if your injury or illness meets any of the following conditions:

- **(Acute)** The treatment for your injury or illness will be completed in less than 90 days;
- **(Serious or Chronic)** Your injury or illness is one that is serious and continues for at least 90 days without full cure or worsens and requires ongoing treatment. You may be allowed to be treated by your current treating doctor for up to one year, until a safe transfer of care can be made.
- **(Terminal)** You have an incurable illness or irreversible condition that is likely to cause death within one year or less.
- **(Pending Surgery)** You already have a surgery or other procedure that has been authorized by your employer or insurer that will occur within 180 days of the MPN effective date, or the termination of contract date between the MPN and your doctor.

You can disagree with your employer's decision to transfer your care into the MPN. If you don't want to be transferred into the MPN, ask your primary treating physician for a medical report on whether you have one of the four conditions stated above to qualify for a postponement of your transfer into the MPN.

Your primary treating physician has 20 days from the date of your request to give you a copy of his/her report on your condition. If your primary treating physician does not give you the report within 20 days of your request, the employer can transfer your care into the MPN and you will be required to use an MPN physician.

You will need to give a copy of the report to your employer if you wish to postpone the transfer of your care. If you or your employer disagrees with your doctor's report on your condition, you or your employer can dispute it. See the complete Transfer of Care policy for more details on the dispute resolution process.

For a copy of the Transfer of Care policy, in English or Spanish, ask your MPN Contact.

• **What if I am being treated by a MPN doctor who decides to leave the MPN?**

Your employer or insurer has a written "Continuity of Care" policy that will determine whether you can temporarily continue treatment for an existing work injury with your doctor if your doctor is no longer participating in the MPN.

If your employer decides that you do not qualify to continue your care with the non-MPN provider, you and your primary treating physician must receive a letter notifying you of this decision.

If you meet certain conditions, you may qualify to continue treating with this doctor for up to a year before you must choose a MPN physician. These conditions are set forth in the, "***Can I Continue Being Treated By My Doctor?***" box above.

You can disagree with your employer's decision to deny you Continuity of Care with the terminated MPN provider. If you want to continue treating with the terminated doctor, ask your primary treating physician for a medical report on whether you have one of the four conditions stated in the box above to see if you qualify to continue treating with your current doctor temporarily.

Your primary treating physician has 20 days from the date of your request to give you a copy of his/her medical report on your condition. If your primary treating physician does not give you the report within 20 days of your request, your employer's decision to deny you Continuity of Care with your doctor who is no longer participating in the MPN will apply, and you will be required to choose a MPN physician.

You will need to give a copy of the report to your employer if you wish to postpone the selection of an MPN doctor treatment. If you or your employer disagrees with your doctor's report on your condition, you or your employer can dispute it. See the complete Continuity of Care policy for more details on the dispute resolution process.

For a copy of the Continuity of Care policy, in English or Spanish, ask your MPN Contact.

• **What If I have questions or need help?**

- **MPN Contact:** You may always contact the MPN Contact if you have questions about the use of the MPN and to address any complaints regarding the MPN.
- **Medical Access Assistants:** You can contact the Medical Access Assistant if you need help finding MPN physicians and scheduling and confirming appointments.
- **Division of Workers' Compensation (DWC):** If you have concerns, complaints or questions regarding the MPN, the notification process, or your medical treatment after a work-related injury or illness, you can call the DWC's Information and Assistance office at 1-800-736-7401. You can also go to the DWC's website at www.dir.ca.gov/dwc and click on "medical provider networks" for more information about MPNs.
- **Independent Medical Review:** If you have questions about the MPN Independent Medical Review process contact the Division of Workers' Compensation's Medical Unit at:

DWC Medical Unit
P.O. Box 71010
Oakland, CA 94612
(510) 286-3700 or (800) 794-6900

Keep this information in case you have a work-related injury or illness.
--

CAJON VALLEY UNION SCHOOL DISTRICT

☐ Industrial Illness/Injury
☐ Non-Industrial Illness/Injury

**INTERACTIVE TRANSITIONAL WORK PROGRAM
RETURN TO WORK AGREEMENT**

Today's Date _____ Date of Injury _____

Name _____ Position _____ Site _____

We wish you well during your recovery. To aid in your rehabilitation, we have set up transitional work based on the capabilities advised by your health professional. The transitional tasks being offered to you are: (Be specific about how duties will be accomplished)

These tasks have been established to comply with the limitations on activities as follows:

These tasks are only available on a temporary basis and will be reviewed after every doctor appointment to comply with your new work capabilities as directed by your treating physician. Changes to this plan are to be made on the Transitional Work Program Progress Form. Cajon Valley Union School District's Return to Work policy allows you transitional work for a maximum of 60 days.

The starting date for your plan is: _____.

The ending date for your plan is: _____ or sooner if released to full duty by your physician. *The ending date is 60 calendar days from the starting date.*

The philosophy of the transitional work program is to ensure a safe and productive return to work. To encourage this focus, employees, supervisors, the Payroll and Fiscal Services Departments, the treating physician, and the insurance administrator (Keenan or CorVel) work together in the return to work process. Should you experience any difficulties during your transitional return to work assignment, you must report them to your supervisor immediately. You have a right to appeal any issue regarding return to work.

☐ Check here if transitional work is not available at this time. You and your supervisor will meet after each medical appointment to determine availability of transitional work.

Please sign below indicating your acknowledgement of the philosophy of the program, as well as the limitations, rehabilitative responsibilities, timeframe, and reporting procedure described above. The designated supervisor must also sign below.

Employee Signature and Date

Supervisor Signature and Date

Alternate Supervisor Signature and Date

Document follow-up meetings on the Interactive Transitional Work Program Progress Form.
Attach doctor's note and send to Fiscal Services.

CAJON VALLEY UNION SCHOOL DISTRICT
**INTERACTIVE TRANSITIONAL WORK PROGRAM
PROGRESS FORM**

Employee Name: _____ Title: _____ Site: _____

Date of Injury: _____ Start Date of Trans. Work Plan: _____ End Date: _____

Date of Dr. Appt: _____ Change in Restrictions Yes: _____ No: _____

Update Restrictions: _____

Update Tasks: _____

Comments: _____

Employee Signature Date Supervisor Signature Date Next Dr. Appt

Date of Dr. Appt: _____ Change in Restrictions Yes: _____ No: _____

Update Restrictions: _____

Update Tasks: _____

Comments: _____

Employee Signature Date Supervisor Signature Date Next Dr. Appt

Date of Dr. Appt: _____ Change in Restrictions Yes: _____ No: _____

Update Restrictions: _____

Update Tasks: _____

Comments: _____

Employee Signature Date Supervisor Signature Date Next Dr. Appt

Send photocopy of each update to Fiscal Services/Risk Management and attach doctor's note.

EMPLOYEE INFORMATION SHEET

Cajon Valley Union School District values its employees and their contributions. The District strives to provide an injured or disabled employee the opportunity to return to temporary or transitional work as soon as his/her condition permits. Transitional work allows an employee with temporary work restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from an illness or injury. In most cases, transitional work has a positive impact on an employee's recovery time while preparing to return to regular work.

Your treating physician has released you for transitional work. Depending on your work restrictions, your transitional work may not be that different from your regular job. You and your supervisor will meet together to develop your transitional work plan. If your work restrictions cannot be accommodated by your site/department, other transitional duties may be assigned per the "Transitional Tasks List", or you may be assigned to another department or site. These details will be documented in an Interactive Return to Work Agreement so there is a clear understanding of your job duties and work restrictions. This is not a permanent position, it is only temporary (60 calendar days, maximum). On occasion, limitations may be so restrictive that transitional duties are not possible. In that case, the employee is off work on temporary disability for an industrial condition or uses personal leave for a personal illness or injury. Consult your payroll technician as there are limits to the amount of leave available.

If your transitional job is full-time, you will receive your regular pay and benefits during your transitional assignment. If you have been released to work on a part-time basis, your pay, leave, and hours will be adjusted accordingly. Your Payroll Technician can help you determine how your pay and benefits may be affected after they receive copies of your doctor's notes.

To ensure a successful Transitional Return to Work Plan, your cooperation is vital. You need to be an active participant in this program. The following provides some guidelines for you to follow:

1. Return to work following each medical appointment and give your medical release form (doctor's note) stating your work status to your supervisor. If it is not medically possible to return the doctor's note call your supervisor immediately following your medical appointment and fax or mail the doctor's note within 24 hours. If the doctor's note does not specify work restrictions, if there is any question regarding the employee's ability to perform transitional work, or if there is any question needing clarification of the physician's instruction, the supervisor may contact the physician to determine if transitional or modified work is appropriate.
2. Follow the work restrictions given by your physician. If asked to perform a task that exceeds your restrictions, or if you feel unable to perform a task, it is your responsibility to immediately notify your supervisor.
3. Notify your supervisor immediately if unable to report to work for any reason.
4. Schedule your physical therapy and medical appointments before or after work hours if possible. If you must leave work for a medical appointment, notify your supervisor in advance. On the rare occasion that you must have an appointment during work hours, come to work, leave in time to get to the appointment, and then return to work. Give your supervisor a doctor's note with the date, time you checked in and checked out. If you require a substitute, make the arrangements as you normally would. If you had to arrange for a substitute for 3 hours and you are only gone 1 hour, the substitute needs to work the allotted time, either with you or in another capacity that the supervisor may feel appropriate.
5. Perform your transitional work in a professional and responsible manner, as if it was your regular position. Follow all work and safety rules. Notify your supervisor if you are having difficulty performing your modified or transitional work.
6. Meet with your supervisor after each doctor appointment, provide a doctor note, and review and update, if necessary, your Return to Work Agreement.
7. Notify your supervisor immediately, and provide medical documentation if your physician:
 - Takes you off work totally
 - Changes your work restrictions
 - Releases you to your regular position without work restrictions.

If you have any questions or concerns with this Transitional Work Program, please contact your supervisor.

TRANSITIONAL TASK LIST

SCHOOL SITES

Clerical:

Copy
File
Shred paper
Answer phones
WEB page maintenance
Type, Word Processing
Clean
Stuff Envelopes
Prepare Packets
Water
Sort Mail

Classroom:

Proctor
Help with assessments
Copy
Instructional assistance
Develop student folders
Assist grading papers

Playground:

Supervision (morning, recess, lunch, after school)
Clean up school grounds
Clean lunch tables & pick up trash

Library:

Book binding
Shelf books
Lexile books

Custodians

Answer phones
File, copy, shred, sort
Clean custodial lockers
Clean vent grills on ceilings & doors
Crossing guard
Dust
Bus Attendant
Noon Duty aide
Oil door closures and locks
Pick up trash around campus
Recess duty
Spot clean carpets
Sweep sidewalks, parking lots, play areas
Wash chairs and tables
Wash windows
Wash vehicles
Wash office walls, cabinets
Wash trash cans
Vacuum

DISTRICT OFFICE

Accounting/Payroll/Fiscal Services:

Sort, file, shred, copy
Micro fiche
New employee folders
Prepare new employee benefit packages
Audit Payroll input
Reconciliation, leaves, reports
Mass mailings
Alphabetize time sheets, status changes
Set up files
Hole punch & file time sheets

Child Nutrition

Assist in school office
Answer phones
Copy, file, sort, shred
Counting
Process lunch applications
Purge files
Update manuals
Word processing

Warehouse

Pull stock
Count, organize stock
Clean floors

Cleaning

Clean staff lounge
Wash dishes
Vacuum, sweep
Clean sinks/counters/equipment

General

Noon duty
Recess duty
Bus aid
Crossing guard
Take lunch ticket, watch lunch line
**Serve
**Assemble lunches
**Prepare and wrap sandwiches
**Bag cookies
**Cut fruits/vegetables
**Grate cheese
**Slice meats
**Need Food Handler's Card

Educational Services/IMC

Sort, file, shred, copy
Count text books
Type, data entry, tally data
Label library books
General clerical assistance
Production tasks: staple, binding, booklets
Answer phones

Personnel:

Sort, file, shred, copy
Answer phones
Update manuals
Stuff envelopes
Prepare new hire/substitute packets
Prepare pre-placement physical packets
Assist walk-ins

Print Shop

Answer phones
Bindery work
Collate packets
Computer input
Stuff envelopes

Transportation

Sort, file, shred, copy
Answer phone
Bus Attendant
Data entry
Dispatch
Maintenance
Student bus passes

Maintenance & Operations

Office work
Clean out planter beds
Clean out rooms
Inspect fence lines
Light pruning
Lube locks
Paperwork
Paint
Playground Inspection
Pick up trash
Pull weeds
Rake
Remove mold
Water
Wash windows

Purchasing/Warehouses

File, copy, shred, sort
Assist with deliveries
Clean warehouse
Data entry
Follow up on orders
Prepare stores orders (must reach, climb, lift 50#, squat)
Receiving (stand, bend)
Stock
Take inventory of stock items