

## ***NOTICE TO EMPLOYEES***

### ***When a job injury occurs....***

Immediately notify your supervisor of any work-related injury or illness and complete the Employee's Report of Occupational Injury or Illness Form. By law we have to document your incident even if it seems minor to you. Be sure to let your supervisor know that you are a **Cal State LA University Auxiliary Services, Inc.** (UAS) employee and not a State employee. UAS has different Workers' Compensation policy and your paperwork is different from the State Human Resources.

The Student Health Center is available to provide first aid treatment.

Phone: (323) 343-3301

Open: Monday – Thursday 8:30 a.m. – 5:45 p.m. and Friday 8:30 a.m. – 4:45 p.m.

If the Student Health Center determines that the injury/illness is beyond first aid, the employee will be referred to:

Concentra

9350 Flair Drive, Ste. 102

El Monte, CA 91731

Phone: (626) 407-0300

Open: Monday – Friday 8:00 a.m. to 5:00 p.m.

### ***WHAT DO I DO IF I NEED MEDICAL TREATMENT AFTER WORKING HOURS OR OVER THE WEEKEND?***

If you need medical treatment after regular working hours, the following location is available:

Concentra

3430 S. Garfield Ave.

Commerce, CA 90040

Phone: (323) 722-8481

Holidays, weekend, late hour injuries

Open: 24 hours, seven days a week.

Use only when the regular business hours are closed.

If prior to the injury you have given UAS written notice of the name of your personal physician, who maintains your records of prior care, then you may go to this physician for treatment immediately after injury.

### ***Our workers' comp carrier is:***

Sedgwick CMS

P.O. Box 14479

Lexington, KY 40512-4479

(916) 851-8058 or (866) 766-1115

### ***WHO CAN I CONTACT FOR FURTHER INFORMATION?***

If you have any questions concerning Workers' Compensation benefits, forms or general information, please contact Alejandra Ulloa at (323) 343-2524.

## Worker's Compensation FAQ's

### WHAT IS WORKERS' COMPENSATION?

If you are injured or become ill because of your job, you may be entitled to Workers' Compensation Benefits. The Workers' Compensation Program at Cal State L.A. University Auxiliary Services, Inc. (UAS) will pay the cost of all (reasonable) medical and hospital bills. If you cannot work because of a job related injury or illness, you may be eligible for payment of lost wages by means of Temporary Disability payments.

### WHO IS COVERED BY WORKERS' COMPENSATION?

UAS employees (faculty, staff, students and appointed volunteers) are covered by Workers' Compensation.

### WHO IS Sedgwick, CMS?

Sedgwick administers the Workers' Compensation Program at Cal State L.A. University Auxiliary Services, Inc. Sedgwick is a nationwide claims administrator with headquarters in Rancho Cordova, Ca. Sedgwick determines whether you are eligible to receive Workers' Compensation benefits for your injury or illness. Sedgwick pays all your approved medical bills. Sedgwick works with your medical care provider to ensure that you receive proper and timely medical care.

### CAN I SEE MY PERSONAL PHYSICIAN IF I AM INJURED ON THE JOB?

You have the right to choose a personal physician to treat you if you are injured on the job. You must notify UAS in writing, before the date of injury, providing the name and address of the doctor you choose. The doctor must meet the following requirements:

1. The doctor must possess your medical records and your medical history.

### WHAT TO DO IF YOU ARE INJURED ON THE JOB?

1. Report your injury to your supervisor/manager within 24 hours.

By reporting your injury timely, you may prevent problems or delays in receiving benefits, including medical treatment you may need to avoid further injury.

2. Employers' Report of Injury or illness form must be completed by the employee and sent to UAS, Golden Eagle Bldg., Room 314.

3. Employees' Claim for Workers' Compensation Benefits must be given to the employee within one working day of receiving notice or knowledge of injury resulting in lost time (beyond date of injury) or requiring medical treatment beyond first aid. The employee completes items 1-8 and UAS completes the Employer section. This form should be returned immediately to UAS HR Office (located at Golden Eagle Building- Room 314) for completion, or mailed to: Cal State L.A. University Auxiliary Services, Inc. 5151 State University Dr. (G.E. 314), Los Angeles, CA 90032.

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I have received and read this Worker's Compensation document.