



BULLETIN

SUBJECT: **WORKERS' COMPENSATION CLAIMS
REPORTING PROCEDURES, STRUCTURED
TRANSITIONAL WORK PROGRAM** **2018-19 NO. BS-2**

TO: All School Sites, Departments and Administrators

DATE: June 26, 2018

PREPARED BY: Keyshun Marshall
Coordinator II, Risk &
Disability Management

DEPARTMENT: Risk & Disability
Management

REVIEWED BY: Gerardo Castillo, CPA
Chief Business Officer,
Business Services

APPROVED:

Claims Reporting Procedure:

1. Employee must report all work-related injuries/illness directly to the supervisor, site administrator or designee as soon as possible. Employee must also contact the **SIA Injury Reporting Line as soon as possible at (916) 643-9299** to report an injury/illness and to obtain further information and instructions from an Early Intervention Nurse (EIN). All claims are to be reported to this number **ONLY**. Employees working after hours and/or weekends should report their injury/illness to their supervisor, site administrator or designee, and the reporting line as soon as possible. If the after-hours injury/illness requires immediate medical treatment, **call 911** or go to the nearest hospital immediately. See instructions under "emergencies" on the next page.
2. If medical treatment is necessary, an EIN will provide instructions and information on scheduling a doctor's appointment.
3. For questions related to existing workers' compensation claims, contact **Schools Insurance Authority at their main number: (916) 364-1281 or Disability Management (916) 643-7895.**

Emergencies: If the injury/illness is life threatening, **call 911** or report to the nearest hospital. All work-related injuries/illnesses please contact the reporting line at (916) 643-9299 immediately after you've obtained emergency care.

Payroll Related Questions: Contact Disability Management at (916) 643-7895. All work and non-work related injury/illness, payroll is coordinated through the process of disability management.

Temporary Transitional Work Program: To assist injured employees in their recovery for both work and non-work related injuries/illnesses, the District provides temporary transitional work in the form of modified or alternate work whenever possible. After reporting to the supervisor, if the injured worker has a work restriction or is temporarily disabled from work, **IMMEDIATELY** contact the Return-to-Work Coordinator with SIA at (916) 364-1281 for **work related** injuries/illnesses and Disability Management at (916) 643-7895 for **non-work** related injuries/illnesses for approval to return to work.

Temporary Transitional Work Program Alternate Site: The temporary duty work assignment timesheets are available for both work and non-work related injuries/illnesses. The timesheet must be completed, signed by the site administrator/supervisor and the employee. Once completed, fax or email to the permanent site and Disability Management at (916) 399-2071.

Permanent Restrictions: The District will comply with all federal, state and local laws and regulations requiring the accommodation of disabled employees. Contact Disability Management at (916) 643-7895 if you have a permanent disability that will affect your performance at work.

Doctor Appointment/Physical Therapy Appointments: Appointments are to be scheduled before or after work whenever possible to prevent over use of sick leave or wage loss. This also applies to follow-up appointments and physical therapy. ***Please note: For work-related injuries/illnesses, workers' compensation will not pay for lost time or wages due to medical or therapy appointments.***

Doctor's Statement/Medical Appointment: The injured worker must provide the original medical slip to their supervisor, immediately following his/her medical appointment. The supervisor will immediately forward the original doctor's statement to Disability Management, in order to prevent payroll interruptions or holds.

Reporting Absences: Report workers' compensation absences, doctor's appointments and therapy as "SLIA" (sick leave industrial accident) on the monthly absence report. Non-work related injuries should be reported as "sick".

Please contact Disability Management at (916) 643-7895 if you have any questions or concerns.

INJURY/ILLNESS PHONE DIRECTORY

Schools Insurance Authority
Workers' Compensation
P.O. Box 276710
Sacramento, CA 95827-6710
916-364-1281 (Phone)
916-364-2421 (Fax)

NEW INJURY/ILLNES REPORTING:

Reporting Line 916-643-9299

RETURN TO WORK QUESTIONS:

Return to Work Unit 916-364-1281

EXISTING CLAIM QUESTIONS:

916-364-1281

PAYROLL and DISABILITY RELATED QUESTIONS:

916-643-7895

Department of Risk & Disability Management
Non-Industrial Injuries/Illnesses
SCUSD - BOX 840
916-643-7895 (Phone)
916-399-2071 (Fax)

Please call 916-643-7895 to inquire about the following:

- NEW INJURY/ILLNESS REPORTING
- RETURN TO WORK QUESTIONS
- PAYROLL and DISABILITY RELATED QUESTIONS