Worker's Compensation Process

1. Any employee, who is injured, must report the incident to his/her Supervisor immediately, even if the injury is minor. The employee must complete the Employee's Claim for Workers Compensation (top portion only), and the Employee's Report of Accident. The employee's supervisor must then complete a Supervisor's Report of Accident form immediately. Any witness should also complete the Witness' Report of Accident.

2. The injured employee would be referred to Southern California Occupational Health Services (unless the employee has designated a Physician or Health Care provider), or to the nearest medical provider if off of campus. Southern California Occupational Health Services is located at St. Bernardine Medical Center 2101 N. Waterman Avenue, San Bernardino. If the incident occurs after hours then the employee will be referred to St. Bernardine's Medical Center Emergency Room, 2101 N. Waterman Avenue, San Bernardino. The injured employee needs to take a Treatment Authorization form with him/her to either Southern California Occupational Health Services or St. Bernardine's Medical Center. Either the employee's supervisor or Human Resources can authorize treatment.

3. At the same time the employee is given the Employee's Claim for Workers' Compensation, Facts for Injured Workers Booklet will be given to the employee. The employee is then given a Claim Form Acknowledgment. Both the employee and the employee's supervisor should sign and date the Claim Form Acknowledgment.

4. If the employee needs additional treatment for their injury or illness, any Progress Reports must be submitted to the Human Resources Department. Human Resources will then forward the information to the University Enterprises Corporation's Insurance Carrier.

5. Any correspondence, continued treatment and or release forms should be forwarded to the Human Resources office.

6. If an injured employee is put on restricted duty, the University Enterprises Corporation will make an all out effort to accommodate the injured employee.

http://foundation.csusb.edu/HR/wc-process.html