

Employee/Student Employee Injury Claim Process

Injury/Exposure

Should an employee/student employee sustain an injury at any time while in the work/educational environment, the injury should be reported **IMMEDIATELY**. If emergency medical care is required, seek immediate attention; if an incident occurs during work/classroom hours notify your supervisor/primary Instructor. Should the injury not require immediate attention, please follow FHDACCD policy and procedure.

The care that the employee/student employee receives as a result of an exposure and/or injury is the responsibility of FHDACCD. Failure to follow this process as outlined may jeopardize the employee's/student employee's receiving the appropriate care. The employee/student employee needs to complete the required paperwork and submit it to the appropriate people within the timeline as stated on the documents.

Exposure or Injury Process:

Report incident to assigned supervisor/faculty via a phone call – IMMEDIATELY

1. Supervisor/Faculty will receive verbal report and provide instructions.
2. Supervisor/Faculty will report incident to Director.
3. Employee/student employee will complete a written incident report and send report to Benefits Unit and supervisor/faculty and director via email within 24 hours.
4. To notify the District regarding your industrial injury, you may download the WC paperwork at: https://hr.fhda.edu/benefits/_workers-comp.html or contact Benefits Unit at (650) 949-6224 for assistance. Please ask the injured employee/student employee to complete all three WC paperwork at the above website link, they are the DWC-1 form, worker's comp report of injury form, and State of California employer's report form (form 5020). Please send the completed forms via email to MyBenefits@fhda.edu, or fax it to 650- 949-6299, so we may open a WC claim for you.
5. For immediate medical care, please refer yourself to the **Kaiser On-The-Job Occupational Health Center located on 10050 N. Wolf Road, Ste SW1-190, Cupertino, CA 95014, phone: (408) 236-6160** for a medical examination. If you are residing outside of the 30 miles of the Kaiser OTJ Cupertino service area, then you may be treated at the nearest Kaiser Occupational Medicine Clinic.
6. State law requires employers to authorize medical treatment within one working day of receiving the completed form. If you delay reporting your injury or delay completing the claim form, it may result in a delay in receiving benefits; and too long a delay may even jeopardize your right to obtain benefits altogether.
7. Employee/student employee will stay in contact at each step with assigned supervisor/faculty and District Benefits Department.
8. Internship is automatically suspended upon exposure or injury.

9. Suspension will be lifted upon completion of paperwork and medical clearance from **Kaiser On-The-Job Occupational Health Center located on 10050 N. Wolf Road, Ste SW1-190, Cupertino, CA 95014, phone: (408) 236-6160.**

**How to Obtain Medical Care -
FIRST AID, ACUTE AND FOLLOW-UP CARE:**

The District has designated the Kaiser On-The-Job Occupational Health Center located on 10050 N. Wolf Road, Ste SW1-190, Cupertino, CA as its occupational medical clinic to provide treatment for all work-related injuries. Please obtain a referral form from the District benefits website (<https://hr.fhda.edu/downloads/Kaiser%20SJ%20Area%20Referral%20Form%20042717.pdf>) for a medical evaluation.

EMERGENCY CARE:

Get help immediately. Call 911 for an ambulance or go to the nearest emergency room, i.e. El Camino Hospital in Mountain View or Kaiser Emergency Room in Santa Clara.

Primary WC Treating Physician

1. Your primary WC treating physician is the doctor with overall responsibility for treating your work injury or illness and for coordinating care with other providers.
2. The primary WC treating physician decides what types of medical care you need; whether there are temporary or permanent medical limitations or restrictions on your ability to perform work; and when you are able to return to work.
3. If the injury results in some degree of permanent disability, the primary WC treating physician will measure the disability and report the findings to the claims administrator.
4. The primary WC treating physician will also report whether you will need medical care in the future. As part of your Worker's Compensation benefits, the District will provide you with a primary WC treating physician.

Personal Physician (M.D.)

1. If you have a personal M.D. and you wish to designate this physician to be your primary WC treating physician, you must do so in writing before the injury occurs. You must have a pre-designated physician on file with the District Benefits Department before the injury occurs.
2. Please note that the physician must agree to treat you for a work-related injury or illness before the injury occurs.

One-Time Right to Change Primary WC Treating Physician

1. You have the right to change your Primary WC Treating Physician one time within 30 days after your initial visit. Thereafter, you can request this change at any time.
2. This can be any physician of your choice as long as it is an appropriate physician for your injury and within a reasonable geographic area.

Employee/Student Employee Representative:

Foothill-De Anza Community College District
Attn: District Benefits Department
12345 El Monte Rd
Los Altos Hills, CA 94022
Phone: (650) 949-6224 Fax: (650) 949-6299

Claims Administered by:

Sedgwick CMS Company P. O. Box 14535 Lexington, KY 40512-4535
Phone: 877-809-9478