



## WORK RELATED INJURY and INCIDENT PROCEDURES WITHIN 24 HOURS - DO THE FOLLOWING:

Human Resources has all forms and can make referrals: 831-582-3389, FAX (831) 582-4736, [leaves@csumb.edu](mailto:leaves@csumb.edu)  
[csumb.edu/hr/workplace-injuries-and-workers-compensation/](http://csumb.edu/hr/workplace-injuries-and-workers-compensation/)

### EMPLOYEE

- Report work-related injury/illness to a Supervisor and Human Resources immediately at ext. 3389, and via e-mail to [leaves@csumb.edu](mailto:leaves@csumb.edu).
- A Medical Referral and Pharmacy Script are required to receive medical treatment and obtain prescriptions (paid by workers' compensation insurance). In case of emergency transport to the ER or Urgent Care, please inform the provider that this is a work-related injury.
- Complete the Incident/Illness/Injury Report and return to your Supervisor and HR. This form is required if the employee seeks medical treatment or is unable to work due to the illness or injury.
- A pre-designation of physician form needs to be on file in HR prior to the injury for the employee to be treated by their own medical provider.
- A work status is required after treatment.

- *For emergencies, call 911.*
- *For non-emergencies, go to locations below for medical treatment.*
- *If out of the area, go to an urgent care facility, or local hospital.*
- Supervisors or Human Resources provide the **Medical Referral Form** and a **Pharmacy Script** (script must be used for workers' compensation insurance to pay for prescriptions so there is no out-of-pocket expense to the employee).

**CHOMP (Hospital)**  
23625 Holman Hwy.  
Monterey, CA 93942  
**(831) 624-5311**

### Preferred - to reduce wait time:

Doctors on Duty Marina: 831-833-3330, 3130 Del Monte Blvd, Marina, CA 93933

### Alternatives:

CSUMB Campus Health Center: (831) 582-3965, Health & Wellness Services Bldg. 80  
Doctors on Duty: Seaside 831-899-1910, Monterey 831-649-0770, Aptos 831-662-3611, N. Salinas (831) 757-1100, S. Salinas (831) 422-7777, Harden (N. Main) 831-443-8200, Watsonville 831-722-1444, Santa Cruz 831-425-7991

A medical release is required in order to return to work after all medical care. Work statuses and all work restrictions must be provided to the MPP supervisor immediately, and Human Resources at [leaves@csumb.edu](mailto:leaves@csumb.edu). If the MPP supervisor is unavailable, this must be provided to the Director. Employees with injuries may not work until the MPP Supervisor approves the return-to-work based upon availability of temporary modified duty.

Pay for work related medical leave should be discussed with a leave analyst at [leaves@csumb.edu](mailto:leaves@csumb.edu).

Employees use their own leave time for follow-up doctor appointments. An ergo review may be recommended and conducted. If job accommodations, work restrictions or temporary modified work is needed, call Human Resources (831) 582-3389.

04/27/2023