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

1. EMPLOYEE
   - Report work-related injury/illness to a Supervisor and University Personnel immediately, and leave a message via e-mail or voice-mail, if that person is not available.
   - Complete the Incident/Illness/Injury Report and return to your Supervisor and UP. This form is required if employee seeks medical treatment or is unable to work due to the illness or injury.
   - A Medical Referral and Pharmacy Script are required for you to receive medical treatment and obtain prescriptions (paid by workers’ compensation insurance).
   - University Personnel has all forms at 831-582-3389.

1. SUPERVISOR
   - Report work-related injury/illness to University Personnel immediately for assistance, forms, and instructions.
   - Provide employee with a Workers’ Comp Claim Form (DWC-1). If employee wants to file a claim, employee completes top section, UP completes employer portion and provides the employee a dated copy. Within 24 hours, fax or email forms to UP.
   - Ensure the employee receives a Medical Referral form and Pharmacy Script for treatment, if applicable.
   - Send Supervisor’s Report to University Personnel within 1 business day.
   - Implement Health and Safety Review recommendations.

2. DOES THE EMPLOYEE WANT TO SEEK MEDICAL 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 University Personnel provide the Medical Referral Form and a Pharmacy Script (script must be used for workers’ compensation insurance to pay for prescriptions).
   - If treatment is requested by the employee at a later date, call University Personnel.

3. INITIAL TREATMENT
   - DOCTORS ON DUTY
     Seaside 831-899-1910
     CSUMB Health Center
     (831) 582-3965
     Monterey 831-649-0770
     Watsonville 831-722-1444
     N. Salinas (831) 757-1100
     S. Salinas (831) 422-7777
     CHOMP (Hospital)
     23625 Holman Hwy.
     Monterey, CA 93942
     (831) 624-5311

4. AFTER EACH DOCTOR’S APPOINTMENT
   - A doctor’s release is required in order to return to work after each doctor visit. Work statuses and all work restrictions must be provided to the MPP supervisor immediately, and University Personnel. 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.
   - Misc: Employees must use 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 University Personnel (831) 582-3389.