



BULLETIN

SUBJECT: Workers' Compensation Claims Reporting Procedures, Structured Transitional Work Program, Injury Reporting 2022-23 NO. BS - 7

TO: All School Sites and Departments

DATE: July 1, 2022

PREPARED BY: Amber Peña, Interim Supervisor IV, Risk Management/Employee Benefits **DEPARTMENT:** Risk Management/Employee Benefits

REVIEWED BY: Keyshun Marshall, Director II, Risk Management/Employee Benefits **APPROVED:** Rose Ramos, Chief Business Officer

Claims Reporting Procedure:

1. All work-related injuries/illness must be reported directly to the supervisor, site administrator or designee as soon as possible. Contact the **Schools Insurance Authority 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 and/or the following business day. If the after-hours injury/illness requires immediate medical treatment **call 911** or go to the nearest hospital immediately.
2. If medical treatment is necessary, an EIN (916) 643-9299 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 Risk Management/Employee Benefits at (916) 643-7895**

Emergencies: If the injury/illness is life threatening, **call 911** or report to the nearest hospital. For all work-related injuries/illnesses, please contact the district's workers' compensation reporting line for Schools Insurance Authority at (916) 643-9299 or immediately after you've obtained emergency care.

Payroll Related Questions: Contact the Disability Specialist at (916) 643-7895. For 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 the Disability Specialist with SCUSD 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 complete fax or email to the permanent site and Disability Specialist at (916) 399-2071, Riskm@scusd.edu

Permanent Restrictions: The District will comply with all federal, state and local laws and regulations requiring the accommodation of disabled employees. Contact the Disability Specialist 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 sick leave dock or wage loss. This applies to follow-up appointments and physical therapy as well. ***Please note: For work-related injuries/illnesses, workers' compensation will not pick up benefits 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 the Disability Specialist, in order to prevent payroll interruptions or holds. Medical documents can be emailed to leaves@scusd.edu, or faxed to a secured fax number at (916) 399-2071.

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 the Disability Specialist 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/ILLNESS 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

Risk Management/Employee Benefits
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
- EMAIL MEDICAL DOCUMENTS to leaves@scusd.edu