

notice to employees

If a work injury occurs

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

Any job-related injury is covered - even first-aid type injuries and work-related illnesses. The key is whether it was caused by the job. (Some injuries from voluntary, off-duty, recreational, social or athletic activity for example, the company bowling team - may not be covered. Check with your supervisor or the claim administrator listed below if you have questions.)

Workers' Compensation Benefits include

MEDICAL CARE - All medical treatment - without a deductible or dollar limit. Costs are paid directly by the claim administrator, so you should never see a bill.

The claim administrator will arrange medical treatment, often by a specialist for the particular injury. Preferred provider networks are utilized for physicians as well as medical care centers. If you would like to obtain a list of network providers please contact your claim administrator. Their phone number is listed below. (You can be treated immediately by your personal physician if you notify your employer in writing before the injury, otherwise you have the right to switch to your own physician 30 days after reporting the injury. Contact your claim administrator if you plan to switch physicians at any time. Special rules apply for switching physicians for HCO's. Please contact your claims administrator for additional information.)

PAYMENT FOR LOST WAGES - If you're temporarily disabled by a job injury or illness, you'll receive tax-free income until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay, up to a maximum set by state law. Payments aren't made for the first three days unless you're hospitalized as an inpatient or unable to work more than 14 days.

If the injury or illness results in permanent disability, additional payments will be made after recovery. If the injury results in death, benefits will be paid to surviving dependents.

REHABILITATION - If the injury or illness prevents you from returning to your usual job, and a modified job or alternative work isn't offered by your employer, you may qualify for vocational rehabilitation. If so, the claim administrator will pay all costs up to a maximum set by state law.

In the event of a work injury

1. Be sure first aid is given.
2. See that the injured employee is taken to a doctor for hospital, if necessary.
3. Report all injuries immediately to your supervisor or

Personnel Department

at 357-2134

Employer Representative

Phone Number

4. Contact your employer representative or claim administrator if you have questions about workers' compensation. You may, also contact an Information and Assistance Officer at the State Division of Workers' Compensation at _____.

Claims Administered by:

Keenan & Associates

Emergency Numbers:

911

Policy expiration date: _____

If this policy has expired contact the labor commissioner (213) 620-6630.