



MEDICAL TREATMENT PROCEDURES FOR WORK-RELATED INJURIES

Simi Valley Unified School District – Risk Management

Report the injury to your supervisor immediately and call “Company Nurse Injury Hotline” @ 1-855-602-5267. ALL incidents must be reported regardless of the need for medical treatment. If treatment is needed, Company Nurse will direct you to:

MED CENTER
1980 Sequoia Ave. (S.E. corner Los Angeles Ave.)
(805)583-5555
*M-F 8am - 8pm
*Sat-Sun 9am - 5pm

****If after hours and the Med Center is closed then go to the Simi Valley Hospital Emergency Room and inform the desk clerk that your visit is work-related. Then call Risk Management (805) 306-4500 ext. 4083 and leave a message.***

You are entitled to be treated by your personal physician **IF** you have properly designated your physician in writing **BEFORE** the injury and **IF** the provider has accepted your request to be treated. Call Risk Management for a Personal Physician Designation Form at **306-4500 ext. 4083**.

IMPORTANT: Unauthorized medical treatment will not be paid for under the district’s Workers’ Compensation Program.

It is your responsibility to sign forms at the medical facility for release of medical records AND to inform the treating physician that you are being treated for a work-related injury/illness. It is also your responsibility to inform the physician that the district administers a temporary modified duty program which can accommodate various types of work restrictions. Should you fail to accurately inform the physician of the temporary modified duty program, any absence due to disability will be charged to personal illness time if you could have been working temporary modified duty instead. Temporary modified duty assignments are provided up to a maximum of 45 business days excluding some exempt positions.

You are required to provide your supervisor and the Risk Management Department with a copy of the doctor’s report or release to duty statement immediately following the doctor’s visit. If your physician returns you to work with restrictions, you should discuss the restriction(s) with your supervisor and Risk Management to see if there is a modified duty assignment available.

If you miss regular work time due to an incident, such time must be authorized by your treating physician and agreed to by our third party administrator in order for you to receive Workers’ Compensation benefits; otherwise, your sick or vacation time will be used. If you are unable to return to work on the date specified by your doctor, you **MUST** call the physician to obtain a re-evaluation and provide an updated medical status report. Failure to do so will adversely affect your Workers’ Compensation benefits. You are required to file a Leave of Absence Form with the district if you are on a work-related illness leave (temporarily totally disabled) for three or more weeks.

IMPORTANT: ALL medical appointments, excluding the first examination, must be made before or after normal working hours. Time away from work for appointments scheduled during regular work hours will be charged to sick leave or vacation, and not to industrial accident/illness leave.

Employees are prohibited from visiting all school district property while off work due to an industrial/work-related injury.

SVUSD Workers’ Compensation Adjusting Agency

York Risk Services Group, Inc.

P.O. Box 619079 - Roseville, CA 95661

Telephone: (888)644-2635 Fax: (866)548-2637

Claims Examiner: Paula Gentry (661)775-4097

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