



TO: District Employees

FROM: Sylvia Alvarez, Coordinator of Human Resources

SUBJECT: Workers' Compensation - Pre-Designated Medical Facilities

DATE: July 17, 2023

In the event of a work-related injury or accident, we have two (2) pre-designated medical facilities. Kaiser Permanente – Santa Teresa Medical Center and /or Concentra Urgent Care.

Kaiser and *Concentra Urgent Care* are centrally located and offer a full worker’s compensation program.

The addresses are as follows:

**Kaiser Permanente
Santa Teresa Medical Center
Occupational Medicine Clinic**
275 Hospital Parkway - Suite 565
San Jose, CA 95119
Phone: (408) 972-6800 After Hours:
(408) 972-3088

Concentra Urgent Care
1901 Monterey Road, Suite 10
San Jose, CA 95112
Phone: 408-477-8080
Hours: 7:00am – 7:00pm

If you are injured on the job, please contact your school/department secretary or administrator. In order to process your Workers' Compensation claim it is critical that proper documentation is completed and forwarded to Human Resources within 24 hours of any incident regardless of whether or not you choose to see a doctor.

As a reminder, should you elect to see your own doctor, please complete the ***Employee’s Designation of Personal Physician Form***, which can be obtained from the Human Resources Department. The form must be on file **prior** to the injury. The District will not be responsible for any medical payments from a facility that has not been authorized.

If you have any questions, please contact Veronica Navarro, Administrative Secretary, in the Human Resources Department at extension 100223.