

Injury & Accident Investigation

- The District's goal is to be proactive and work towards injury prevention. Your supervisor will work with you to complete the Injury/Illness Accident Investigation process.
- You will be given an Employee Report of Injury or Illness form to complete. This report will ask you for your recollection of the specifics of your injury/illness.
- Your supervisor may request your input, opinion and assistance in completing their portion of the investigation as well.
- The District will ask for your opinion on how the injury/illness could have been prevented and your ideas on how to prevent the same type of injury/illness from happening in the future.



Workers' Compensation Insurance Benefits May Include:

- Reasonable and necessary medical treatment for your injury. This benefit takes the place of your personal medical insurance coverage for the costs of treating your injury.
- Temporary disability payments to help replace lost wages if you are temporarily disabled and unable to work at your job.
- If your injury leaves you permanently disabled and limited in your ability to work, you may receive permanent disability payments.
- If your injury causes permanent disability that prevents you from returning to work, you may also be eligible for a supplemental job displacement voucher.

If You Are Placed Off Work Due to Your Injury

If your health care provider feels that you need time off from work to recover and you have questions about your pay benefits, our Payroll Team Members can assist you.

Please note: time off work for medical appointments is not covered under Workers' Compensation Insurance benefits.

Payroll Department
(925) 682-8000, extension 4200

If you have any other questions about Workers' Compensation procedures, please contact:

Workers' Compensation Office
(925) 682-8000, ext. 4005
workerscomp@mdusd.org
FAX: (925) 680-2505

Keenan and Associates
(916) 859-7160

(See more information on reverse side.)

"SAFETY IS NO ACCIDENT"



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Workers' Compensation

What To Do If You Are Injured At Work



MT. DIABLO UNIFIED SCHOOL DISTRICT



What To Do If You Are Injured At Work

- If you experience an injury or illness at work, it is required that you notify your Supervisor or Office Manager **IMMEDIATELY!**
- Upon notification of injury, you will be provided with the following forms:
 1. Employee Report of Injury or Illness Form (District form); and
 2. State of California Workers' Compensation Claim Form (DWC-1).
- If you have an injury but you **choose not** to file a Workers' Compensation claim, please inform your Supervisor or Office Manager and complete only the Employee Report of Injury or Illness form as a "Report of Incident Only" report and check box #9.
- If you **choose to** file a Workers' Compensation claim, fill out the DWC-1 and the Employee Report of Injury or Illness form and return both forms to your Supervisor or Office Manager immediately.
- Workers' Compensation forms are available at all sites and may be downloaded from the District website (www.mdusd.org) under: Departments-Personnel Department-All Forms. Or, contact our office at 682-8000, ext. 4005.
- The District belongs to the Prime Plus MPN Powered by Harbor Health Systems, MPN ID # 2357
- If medical treatment is necessary for your injury **and** you are filing a Workers' Compensation claim, you must seek treatment at one of the Prime Plus MPN providers listed **unless**, prior to the injury, a Pre-Designation of Personal Physician Form is on file with the District's Workers' Compensation Office. This form is available at all sites and on the District web-site as noted above.
- **Please Note: While you are receiving medical care, you will receive a work status report at each doctor's visit & must bring a copy to your supervisor after each visit.**

Workers' Compensation Health Care Providers - Prime Plus MPN

CONCENTRA OCCUPATIONAL MEDICINE

1855 Gateway Blvd, Suite 100
Concord 94520 (925) 685-7744
8:00 a.m. to 6:00 p.m. Monday-Friday
9:00 a.m. to 2:00 p.m. Saturday

1981 N. Broadway, Suite 190
Walnut Creek 94596 (925) 932-7715
8:00 a.m. to 5:00 p.m. Monday-Friday

3140 Balfour Road, Suite C
Brentwood 94513 (925) 626-3801
8:30 a.m. to 5:00 p.m. Monday-Friday

KAISER Occupational MEDICINE

Hours: 8:30am to 5:00pm Monday-Friday

Park Shadelands Occupational Health
320 Lennon Lane, Lassen Bldg.
Walnut Creek 94598 (925) 906-2466 or 2060

Deer Valley Occupational Health
4501 Sand Creek Road, Sand Creek Bldg.
Antioch 94531 (925) 813-3770

Martinez Occupational Health
200 Muir Rd. Hacienda Bldg.
Martinez 94553 (925) 313-0301

EMERGENCY CARE

Kaiser Emergency or After Hours Only
1425 Main Street
Walnut Creek 94596 (925) 295-5100

John Muir Emergency or After Hours Only
1601 Ygnacio Valley Rd
Walnut Creek 94598 (925) 939-3000
OR
2540 East St.
Concord 94520 (925) 682-8200

Our Claims Administration Team

Your Workers' Compensation team is here to answer your questions. Please feel free to call:

Workers' Compensation Office
Human Resources Department

1936 Carlotta Drive

Concord, CA 94519

(925) 682-8000, ext. 4005

workerscomp@mdusd.org

FAX: (925) 680-2505

Keenan and Associates

All District Workers' Compensation claims with a date of injury of July 1, 2023 or later are administered by Keenan. If you have a question about a claim with a date of injury of July 1, 2023 or after, please contact Keenan at:

(916) 859-7160 or your claim examiner:

Keenan Claim Examiners

Phillipa (Flip) Grant
Sr. Claim's Examiner
(916) 859-7160 Ext. 4106

Susanna Flores
Medical Only, Examiner
(916) 859-7160 Ext. 4137

