



## Workers' Compensation Benefits and Reporting On-the-Job Injuries

### Document 39

California's no-fault compensation was passed by the State Legislature over 75 years ago to guarantee prompt, automatic benefits to employees who sustain on-the-job injuries or illnesses. With a few exceptions, almost every employee, public and private, in the state is protected by Workers' Compensation.

Rather than purchase an insurance policy, Citrus Community College District has elected to fund Workers' Compensation liability. This means that medical bills and all other industrial injury related benefits are paid directly from District funds. There is no insurance company involved. Keenan & Associates administers the program to ensure that all Workers' Compensation benefits are paid to injured employees in accordance with state regulations. Citrus Community College District wants you to know that its greatest concern is to see that you receive the best possible medical care and attention available, so your recovery is rapid and complete and you can return to your job.

In the event that you sustain a work-related injury or illness, report the incident to your supervisor immediately. Your employer will give you a claim form so you can describe the injury or illness – what, where, when, and how it happened. Complete and return it to your employer as soon as possible. Enough information should be included to insure the necessary reports can be completed and arrangements made for medical treatment. This form is to be completed for all injuries and illnesses occurring as the result of your employment with Citrus Community College District whether or not they result in medical treatment. **PROMPT REPORTING IS THE KEY.** Benefits are automatic, but nothing can happen until your employer knows about the injury or illness. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can lead to disability if an infection develops. Citrus Community College District will pay for all necessary doctor bills, hospital costs, x-rays, medications, crutches, etc., to cure and relieve the effects of an injury or illness.

If you require treatment in addition to first aid, you will be referred to a doctor, not necessarily on that you know. The physician is a paid panel physician in private practice that will send bills and reports directly to Keenan & Associates. You should never see a medical bill; but, in the event one is sent to you, it should be forwarded to Keenan & Associates. You also have the right to see your personal physician in the event of an industrial injury or illness. You must complete a **WORKERS' COMPENSATION: Pre-Designation of Personal Physician** form and return it to Human Resources prior to an injury or illness. Otherwise, you must receive treatment at the following facility:

**U.S. Healthworks Medical Group  
6520 North Irwindale Avenue, Irwindale, CA  
(626) 812-0366**

If, because of your job-related injury or illness, you are unable to return to your usual job duties, you may be entitled to vocational rehabilitation benefits. While you are enrolled in rehabilitation plan approved by the State of California, the total cost of services and temporary disability is paid by your employer. Services may include either modifying your old job, finding another job with your same employer, or training you for a new job.

Misunderstanding and even errors sometimes do occur, but most can be cleared up by a telephone call. Should you have any questions whatsoever, do not hesitate to call the Keenan & Associates' representative at (800) 654-8102.

***“Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.”***