

**Workers' Compensation**  
**Instructions for Employees – Temecula Campus**

**Workers' Compensation Coordinator (WCC)**

Justine Cook  
Office of Human Resources  
333 South Twin Oaks Valley Road  
Craven Hall 1200  
San Marcos, CA, 92096-0001  
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***Report all work-related injuries and illnesses immediately to your supervisor (MPP), University Police (911 from a campus phone or 760/750-4567) and the Workers' Compensation Coordinator (760/750-4427)***

**Overview of Workers Compensation**

Workers' Compensation provides payment of reasonable and necessary medical expenses and compensation for lost wages (as applicable) if you are injured or become ill due to a work-related condition. This includes serious injuries as well as injuries only requiring first aid. Under workers' compensation law, you will receive help if you are injured.

This information is to provide a general orientation of the Workers' Compensation Program. Benefits are subject to the terms and conditions of all applicable law and/or policies as determined by the Third Party Administrator or CSU.

**How to Apply for Workers' Compensation Benefits**

After sustaining a work-related injury or illness, immediately report it to your supervisor (MPP) and Workers' Compensation Coordinator. Complete the [intake](#) sheet and "employee" section of the [DWC1 claim form](#). Return both documents to the Workers' Compensation Coordinator (WCC) within 24 hours. Please deliver your completed form to Craven 1200 or Fax to (760) 750-3141.

- [DWC1 Claim Form](#)
- [Intake Sheet](#)

**Medical Treatment**

For emergency treatment of a work-related injury or illness, please proceed to the nearest hospital emergency room. For non-emergency treatment (i.e First Aid or Urgent Care), please contact WCC 760/750-4427 to authorize your visit ***prior to your arrival*** at the occupational medical provider. If you have an approved *Designation of Personal Physician* on file with OHR, **prior to the date of injury**, you have the right to be treated by that physician from the first date of injury. Verification is required by the WCC prior to obtaining medical attention by your personal physician.

### **Third party Administrator (TPA)**

The CSU is contracted with a third party administrator for workers' compensation. Interpretation of applicable law, administration of claim and benefits determination are managed by the TPA.

Sedgwick CMS  
Ms. Randi Wilson, Claims Examiner  
P.O. Box 14629  
Lexington, KY 40512-4629  
1-800-225-2998 x3139

Within a few days of filing a workers' compensation claim, the TPA will contact both the employee and the supervisor (MPP) to discuss the details of the work-related injury/illness. This is both standard procedure and a necessary step in processing the claim. If this communication does not occur in a timely manner, it is possible for the claim to be unnecessarily delayed or denied. We encourage employee cooperation to ensure maximum and timely benefits.

### **Occupational Medical Providers**

The Temecula campus has one preferred occupational medical providers in the area, and 3 others closer to the San Marcos campus. The selection of the occupational medical provider is at the WCC's discretion.

- Temecula 24 Hour Urgent (951-308-4451)  
41715 Winchester Road, Suite 101, Temecula, CA, 92590  
Hours: 24 Hours  
[Directions/Map](#)

### **Missed Time for Workers' Compensation Medical Appointments**

Employees are not charged time to their personal leave balances for the missed time necessary to obtain the initial medical evaluation at the onset of the work-related injury/illness.

Employees must use their personal leave balance to cover missed time to attend all other workers' compensation medical appointments. Employees are expected to notify their supervisor (MPP) in advance to coordinate the necessary time off to attend a workers' compensation medical appointment. Employees must also track their missed time (both partial and full days).

### **Missed Time for Medical-Legal Appointment**

Sometimes it is necessary for the injured worker to attend a medical-legal appointment. Employees are not charged time to their personal leave balance for the missed time necessary to attend these appointments. Instead, the employee's time will be compensated through Industrial Disability Leave (IDL). Please contact the WCC for additional information.

Medical-Legal Appointments Include:

- Qualified Medical Exams (QME's)
- Agreed Medical Exams (AME's)
- Depositions

Employees are responsible for notifying their supervisor in advance to coordinate the necessary time off to attend medical-legal appointments. Employees must also track their missed time (both partial and full days).

### **Medical Restriction/Accommodations**

At each appointment, the employee must collect an updated work status report from the primary treating physician and submit it to the Workers' Compensation Coordinator (WCC) for review. If the work status report indicates medical restrictions or accommodations, it is necessary for the WCC to coordinate with the supervisor before the employee can return to work. The employee should **not** return to regular work without obtaining clearance from the WCC. A work status report can be hand-carried to Craven 1200 or faxed to 760-750-3141.

### **Pharmacy Program (Optum)**

The CSU participates in the Optum Pharmacy program. Your regular health plan will not cover prescription for a work-related injury/illness. If you are prescribed prescriptions for your work-related injury/illness, please present the authorization flyer below (one-time use) to an authorized Optum Pharmacy. The pharmacy will verify coverage with the WCC. This flyer will cover your initial prescription without out-of-pocket expense. Optum will mail you a card for subsequent prescriptions.

[Optum](#) (click here for prescription card)  
1-800-964-2531

### **Medical Disability Leave**

If the treating physician medically certifies the employee as being unable to work and the employee's claim is accepted by the third party administrator, Industrial Disability Leave (IDL) or Temporary Disability (TD) benefits may be available for missed time. Please contact the WCC for additional information.

If you do not indicate your preference of IDL or TD within fifteen days from the date of notice of benefits eligibility, you will be placed on IDL unless TD benefits are greater. If, when your condition is permanent and stationary, you cannot return to your usual occupation due to the injury or illness, you may be eligible for permanent disability. The TPA will coordinate these benefits and advise you of any potential eligibility.

### **Reimbursable Mileage to Attend Workers' Compensation Medical Appointments**

The employees may request reimbursement from the third party administrator (Sedgwick CMS) for mileage to/from their approved medical appointment. Please request a *Medical Mileage Request Form* from the TPA.

### **Death Benefits**

In case of a death from a work-related injury or accident, qualified surviving dependents are eligible to receive benefits. The maximum death benefits are up to \$160,000.00, depending on the number and types of dependents. There is also a separate allowance of up to \$5,000.00 for burial expenses.