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Office of Human Resources ▪ 333 So. Twin Oaks Valley Road ▪ San Marcos, CA 92096-0001 ▪ Administrative Bldg. suite 4800  
Phone: 760-750-4438 ▪ Secure Fax: 833-536-1793 ▪ email: [hrbenefits@csusm.edu](mailto:hrbenefits@csusm.edu)

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Workers' Compensation Coordinator (WCC): Edward Dikitanan  
Phone: 760-750-4438  
Email: [edikitanan@csusm.edu](mailto:edikitanan@csusm.edu)

### Overview

Workers' Compensation provides payment of reasonable and necessary medical expenses and compensation for lost wages (when applicable) if you are injured or become ill due to a work-related condition.

***Report all work-related injuries and illnesses immediately to your supervisor (MPP). In the event of an emergency, dial 911 for assistance from University Police or local emergency services.***

### How to Apply for Workers' Compensation Benefits

Report any workplace injury or illness to your supervisor or next level administrator, **immediately**. If your injury or illness developed gradually (example: tendonitis or hearing loss), report it as soon as you as identify the injury/illness may be work-related.

Complete the [Intake Sheet](#) and the employee section of the [DWC-1](#) Form within 24 hours.

- [Intake Sheet](#) – complete and return to the Workers' Comp Coordinator  
*The intake sheet may be returned via email to [edikitanan@csusm.edu](mailto:edikitanan@csusm.edu), by fax to 833-536-1793 or hand-deliver to Human Resources, Admin building suite 4800.*
- [DWC-1](#) Form – submitted and electronically signed through Adobe Sign; select FA-Human Resources (HR) DWC-1 Form from the drop-down menu.

### Medical Treatment

For **emergency** treatment of a work-related injury or illness, please proceed to the nearest hospital emergency room. For **non-emergency** treatment (First Aid or Urgent Care), please contact the WCC at 760-750-4438 to obtain authorization to seek medical treatment. Pre-authorization is required prior to visiting the occupational medical provider. If you have an approved *Designation of Personal Physician* on file (**must be on file 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 the personal physician on file. See page 2 for CSUSM Preferred Occupational Medical Providers.

### Pharmacy Program (Optum)

The CSU participates in the Optum Pharmacy program. Your regular health plan will not cover prescriptions 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 with no out-of-pocket expense. Optum will provide you with a card for subsequent prescriptions.

[Optum](#) (click to access prescription card) Phone: 1-800-964-2531

### Third Party Administrator (TPA)

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

Our dedicated claims examiner is Ms. Randi Wilson

Within a few days of filing a workers' compensation claim, the claims examiner will contact you and your supervisor (if necessary) to discuss the details of the work-related injury/illness. This is both standard procedure and a necessary step in processing the claim. Please be sure to cooperate to ensure maximum and timely benefits, providing the claims examiner with quick responses may assist in avoiding potential delays.

### Missed Time for Workers' Compensation Medical Appointments

For your initial medical evaluation (at the onset of your work-related injury/illness), the use of personal leave balances is not required, and you will receive regular salary for that day.

For all appointments after your initial medical evaluation, you must use your personal leave balances to cover missed time. You are expected to notify your supervisor (MPP) in advance to coordinate the necessary time off to attend workers' compensation medical appointments. You must track and report your absences according to department practice.

### Medical Restrictions / Accommodations

At each appointment, you must collect an updated work status report from the treating physician and submit it to the WCC on the same day you receive it for review. **Important;** If the work status report indicates the need for medical restrictions or accommodations, the WCC will need to coordinate with your supervisor before you may return to work. You should **not** return to regular work without obtaining clearance from the WCC. You may submit your work status reports via email to [edikitanan@csusm.edu](mailto:edikitanan@csusm.edu), by fax to 833-536-1793 or hand-deliver to Human Resources, Admin building, suite 4800.

### Medical Disability Leave

If the treating physician medically certifies you as being unable to work and the claim is accepted by Sedgwick, 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 benefit eligibility, you will be placed on Basic 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. Sedgwick will coordinate these benefits and advise you of any potential eligibility.

### Reimbursable Mileage to Attend Workers' Comp Medical Appointments

You may request reimbursement from Sedgwick for mileage to/from your approved medical appointment. Please request a *Medical Mileage Request Form* from Sedgwick.

### CSU San Marcos Preferred Occupational Medical Providers

The selection of the occupational medical provider is at the WCC's discretion.

In the <b>SAN MARCOS</b> area:	
<b>AKESO OCCUPATIONAL HEALTH - PRIMARY</b>	<b>KAISER ON-THE-JOB – ALTERNATE WITH WCC PERMISSION</b>
Akeso Occupational Health 2365 S. Melrose Drive Vista, CA 92081 (760) 571-5910 Hours: Monday – Friday   8 a.m. – 6 p.m.	Kaiser On-the-Job Occupational Health Medicine 400 Craven Road, Building 1, 2 <sup>nd</sup> Floor San Marcos, CA 92078 Hours: Monday – Friday   9:00 a.m. – 5:00 p.m. (833) 242-8500
24-Hour Emergency Care / After Hours Care Palomar Medical Center Escondido Emergency Department 2185 Citracado Parkway Escondido, CA 92029 (442) 281-5000	After Hours Care available through <i>Immediate Care Services (ICS)</i> , 400 Craven Road, Building 3, 1 <sup>st</sup> Floor, Entrance "A" San Marcos, CA 92078 After hours: Monday – Friday, 5:00 p.m. – 9:00 p.m. and Saturday/Sunday 9:00 a.m. – 9:00 p.m.
24-Hour Emergency Care / After Hours Care Palomar Medical Center Poway Emergency Department 15615 Pomerado Road Poway, CA 92064 (858) 613-4000	24-Hour Emergency Care (Member and Nonmembers when after-hours is closed) Kaiser Permanente Hospital Emergency Department 360 Rush Drive San Marcos, CA 92078 (833) 574-2273
In the <b>TEMECULA</b> area:	
Temecula 24 Hour Urgent 41715 Winchester Road, Suite 101 Temecula, CA 92590	Phone: (951) 308-4451 <a href="#">Directions/Map</a>