



SAMUEL MERRITT
UNIVERSITY

Employee Injury Information

Medical treatment and visits for work related injuries are managed at Employee Health. Alta Bates Summit Medical Center, Employee Health is located at:

3232 Elm Street, Oakland, CA 94609
Phone: (510) 869-8920. Fax: (510) 869-6903

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ALL APPOINTMENTS MUST BE KEPT. If you are unable to keep your appointment, you must reschedule with Employee Health prior to the appointment or immediately thereafter. FAILURE TO KEEP APPOINTMENTS MAY JEOPARDIZE YOUR WORKERS' COMPENSATION BENEFITS.

Following *each* visit to Employee Health, you must provide a copy of the Work Status Form to your manager. If you are being treated by another Medical Provider or have been referred by Employee Health for specialty consultation, you *must* request a work status report from the doctor and submit a copy to Disability Management.

TEMPORARY ALTERNATE WORK (Transitional Work):

If you are released to return to Temporary Alternate Work (TAW), the Disability Coordinator in Disability Management will meet with you to explain the guidelines for this program, as well as to contact your manager to assist with arranging your temporary assignment.

WORKERS' COMPENSATION BENEFITS:

Samuel Merritt University

Insured by:

Sutter Health Workers' Compensation

P.O. Box 160066

Sacramento, CA 95816-0066

Phone: (800) 468-2061

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Questions regarding your workers' compensation benefits or process should be addressed to your claim representative listed on the reverse side dependant on the date of your injury. The Employee Health workers' Comp Management Team is available to assist you as well. You may also refer to the FACTS FOR INJURED WORKERS pamphlet for additional information about workers' compensation benefits.

TIMECARDS & SICK LEAVE: (Benefitted employees)

ALL VISITS TO THE PHYSICIAN (and/or Physical Therapy) WILL BE CHARGED TO YOUR SICK TIME if you are missing scheduled work time for these visits. **The first 3 days of time lost due to your injury** will be paid totally through your accrued sick leave hours. After that time period, you become eligible for workers' compensation temporary disability indemnity, which is paid through the Insurance Carrier. You may also integrate accrued sick leave, if available, with your workers' compensation temporary disability indemnity.

Your workers' compensation temporary disability indemnity benefits are calculated based on your average weekly wage. The maximum benefits currently paid for workers' compensation is \$986.69 per week, paid bi-weekly. Your first check should be issued within 14 business days of the Medical Center's date of knowledge of your injury.

If your claim is delayed pending further investigation, you may apply for State Disability Insurance (SDI). In this case, sick leave may be used to the extent available for up to 8 days and then integrated with State Disability insurance on the 8th day of disability. Claims could be on delay for up to 90 days.

LONG TERM DISABILITY BENEFITS: (For Benefitted employees)

If your work related injury results in a disability for an extended period of time, you may be eligible for Long Term Disability income replacement benefits. Please contact Disability Management for information on your eligibility.

I acknowledge that I have read, understood and had any questions answered regarding the above information.

Signature of Injured Employee/Student

Date