



## Occupational Injuries

### On Oakland Campus -

**ABSMC Employee Health/Occupational Medicine Dept:**

**3232 Elm Street, Oakland, CA 94609**

**(510) 869-8920 Monday-Friday**

**Hours 8:00 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m.**

#### 1. Employee - **ON THE DAY OF OCCURRENCE**

- a) Report injury to Manager and complete an Injury Report.
- b) *Immediately* contact ABSMC EH/OM Dept (869-8920) between 8:00 a.m. and 4:30 p.m. Monday-Friday, to report the injury and schedule an appointment to be evaluated. Take Report of Injury form to appointment.
- c) After hours, or if the injury is an *emergency* (unable to continue to work; cannot wait until next morning), go to the Emergency Department and report to ABSMC EH/OM per above, the next morning.
- d) Report to ABSMC Human Resources Disability Management, 3012 Summit St., 3<sup>rd</sup> Floor, with completed Supervisor Accident Report.

#### 2. Manager - **ON THE DAY OF OCCURRENCE**

- a) Complete Supervisor Accident Report
- b) Direct employee to report to ABSMC Human Resources Disability Management (see location above)
- c) Verify that the employee has called ABSMC EH/OM and scheduled an appointment for evaluation and treatment.

### **ALL Clinical Students, Work-Study Students and Learning Centers**

**Employees - Sacramento**

**San Francisco**

**San Mateo**

#### 1. Employee/Students - **ON THE DAY OF OCCURRENCE**

- a) Report injury to Clinical Instructor/Manager and complete an Injury Report
- b) *Immediately* contact ABSMC Human Resources Disability Management 510-869-6914, to report the injury and schedule an initial appointment with a doctor in the MPN. Take a copy of the Accident Report to the appointment.
- c) After hours, or if the injury is an *emergency* (unable to continue to work; cannot wait until next morning), go to the Emergency Department and contact ABSMC HR Disability Management per above, the next morning.



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- d) Fill out Injury Report and Workers Compensation Forms 5020,(DWC-1) and Supervisor Report found on the Human Resources Web page under Forms.

2. Clinical Instructor/Manager - **ON THE DAY OF OCCURRENCE**

- a) Complete Supervisor Injury Report
- b) Direct employee/student to report to ABSMC Human Resources Disability Management (see contact information above)
- c) Verify that the employee has called ABSMC HR Disability Management and scheduled an appointment for evaluation and treatment.