**UCLA WORKERS’ COMPENSATION PROCESS to be followed by UCLA employees in the event of a work-related injury/illness**

**On the day that the Employee gives notice to the Department Supervisor that an injury/illness related to work has happened:**

* The Department Supervisor and employee *complete their sections of the* **UCLA Incident Report and Referral for Medical Treatment** *and the employee is sent to* Occupational Health Facility (OHF) or Emergency Medicine after hours or for severe injuries.
* Employee returns from OHF to the Department Supervisor with the completed **UCLA Incident Report and Referral for Medical Treatment form/Work Status.** If the Injury requires treatment beyond First Aid the department must give the employee a **Notice of Potential Eligibility and Workers’ Compensation Claim Form (DWC 1)** *the law requires this form be given to the employee within 1 day of the report of injury/illness.*
* THE DEPARTMENT IS TO IMMEDIATELY FAX/EMAIL INSURANCE & RISK MANAGEMENT, WORKERS’ COMPENSATION the completed **UCLA Incident Report and Referral for Medical Treatment** and the signed **Workers’ Compensation Claim Form (DWC 1). FAX 310 794-6957 ; WCREPORTS@irm.ucla.edu**
* **In case of severe injury or if an employee is hospitalized overnight: Call EH&S at (310) 825-9797 as OSHA requires notice within 8 hours of severe injury/hospitalization** see 1/18/08 EH&S Dean’s and Director’s Re: Reporting Work-Related Injuries If there are temporary work restrictions the department should always try to keep the employee at work by modifying the job during the period of recuperation. Questions on modifying the job/Transitional Return To Work (TRTW), contact the Insurance & Risk Management RTW Coordinator 310-794-6955.
* If the employee is being accommodated with a modified job, a TRTW Agreement is necessary, and the department must require the employee to provide updated work status slips after each medical appointment.
* If the injury is *delayed* or *denied* by our TPA, employee should file for disability benefits with Liberty Mutual. Contact the department personnel representative to begin leave notification process.
* If the injury is *accepted* as work related and the department is unable to accommodate the temporary work restrictions, the employee will receive temporary disability checks, after a 3 day waiting period, from our TPA. Immediately notify Department Personnel/Payroll representative if employee is taken off work.
* If the employee is going to be off work longer than the 3 day waiting period IRM,WC Benefits’ Coordinator, Oksana Nersisyan **onersisyan@irm.ucla.edu** 310 79**4-6952** will contact the employee about their WC payroll Options via phone or letter and immediately notify the department.
* Contact IRM Manager of Employee Disability Services, Adrienne Malka **amalka@irm.ucla.edu** 310-79**4-8012** when an employee has been released to Return to Work with permanent restrictions. In addition to the workers’ compensation procedures, under Federal and State laws, you are required to engage the employee in an interactive process for job accommodation.
* Questions on Workers' Compensation contact Dianna Cumpian, Workers' Compensation Manager **dcumpian@irm.ucla.edu** 310 79**4-6954.**

INSURANCE & RISK MANAGEMNT, WORKERS’ COMPENSATION