

HOW DO I COORDINATE WORKERS' COMPENSATION BENEFITS WITH DISABILITY BENEFITS?

Extended Sick Leave Benefit

Once your claim is received, the Workers' Compensation Office (Insurance & Risk Management for Campus Employees or Medical Center Workers' Compensation Office for Medical Enterprise employees) will send you information on the different options for supplementing your temporary disability (TD) benefits with the use of sick leave and vacation.

For example, to maintain 100% of your base salary, you may elect to use earned sick leave and/or vacation to supplement the TD payments from Sedgwick, CMS (which are 2/3 of your base wages up to an established maximum). If all leave accrual is exhausted, the University will supplement your TD payments to maintain your salary at 80% of your base. This extended Sick Leave benefit may not exceed 26 weeks for any injury or illness.

Employee-Paid Disability

Once the 80% Extended Sick Leave Benefit has been exhausted, and if you are still unable to work and are enrolled in Employee Paid Disability (EPD), you may supplement your TD payments with up to 70% of your base salary through the EPD program. The EPD payments are sent by Liberty Mutual.

DO I NEED A NOTE FROM MY DOCTOR WHEN I RETURN TO WORK? YES

Once the treating physician has released you to return to work, you must present appropriate

medical documentation to your department.

The treating physician must either clear you to perform all the regular duties of your position, or list all work restrictions such as maximum lifting capacity.

WHAT HAPPENS IF I CAN'T PERFORM ALL MY REGULAR JOB DUTIES?

If the doctor who is treating you determines that you can return to work with temporary or permanent work restrictions you may be eligible to participate in the UCLA Transitional Return to Work or Modified Alternative Work program.

Contact the Return to Work Coordinator in the Insurance and Risk Management, (310) 794-6955.

WHERE DO I CALL IF I HAVE ANY QUESTIONS REGARDING WORKERS' COMPENSATION?

- If you have questions concerning your Workers' Compensation claim, please call Sedgwick, CMS.
- If you have any questions regarding supplemental disability benefits, please contact your department Benefit Representative or your supervisor.

Important Addresses and Telephone Numbers

(Campus extensions in bold type)

SEDGWICK, CMS

P.O. Box 14533
Lexington, KY 40512-4533
Mail Code: 691448
Voice: (310) 253-7500
Fax: (310) 253-7569

Insurance & Risk Management

10920 Wilshire Blvd., Suite 860
Los Angeles, CA 90024-6502
Mail Code: 135248
Voice: (310) 794-6948
Fax: (310) 794-6957

Occupational Health Facility (OHF)

67-120 Center for Health Sciences
10833 Le Conte Avenue
Hours: Monday through Friday
7:30 a.m. to 4:30 p.m.
Voice: (310) 825-6771
Fax: (310) 206-4585

Emergency Medicine Center (EMC)

757 Westwood Plaza
(ER entrance Gayley Avenue, north of Le Conte Avenue)
Open 24 hours a day
Voice: (310) 267-8400



UCLA Workers' Compensation

When an Injury Occurs

If you are injured on the job, immediately inform your supervisor. Here are 4 important facts for you to keep in mind:

1. Your Supervisor will provide you with Workers' Compensation Claim Form (DWC-1) within one working day of notifying them of the injury/illness. Please complete and return the claim form to your supervisor within 24 hours.
2. If your injury requires a medical evaluation, your supervisor will provide you with a referral slip to the Occupational Health Facility (OHF) at **67-120 Center for Health Sciences, 10833 Le Conte Avenue**. OHF operates Monday through Friday from 7:30 a.m. to 4:30 p.m.
3. If your injury occurs outside of these hours, or you require urgent immediate medical attention, you may receive treatment 24 hours a day at the Emergency Medicine Center, located at **757 Westwood Plaza (ER entrance Gayley Avenue, north of Le Conte Avenue)**.
4. If your injury occurs off-campus and it requires acute attention, please seek treatment at the nearest emergency care facility. If your injury is not of an urgent nature, please call your supervisor, who will obtain a referral for you to see a University-approved physician nearby.



WHAT IS THE PURPOSE OF WORKERS' COMPENSATION?

The purpose of Workers' Compensation is to provide certain benefits to workers who are injured at work or who develop a job-related illness as a result of their employment. Benefits may include payment for medical bills, lost wages and vocational rehabilitation. All job-related injuries and illnesses sustained by UCLA employees are covered by the University's Workers' Compensation self-insurance program.

WHO ADMINISTERS AND PAYS FOR WORKERS' COMPENSATION CLAIMS?

When you report an injury, the Workers' Compensation office uses documents such as your Claim Form, Doctor's First Report or the OHF referral slip to generate an "Employer's Report of Occupational Injury or Illness." This report is forwarded to Sedgwick, CMS, the administrators of the University of California's

self-insurance program, and assigned to a claims administrator. Your Sedgwick, CMS claim administrator may discuss your claim with you, investigate your injury/illness and determine what Workers' Compensation benefits you are entitled to receive. Although Sedgwick, CMS administers the claims and issues disability and medical payments, the funding for these payments is provided by the University of California.

The University is self-insured, which means we do not pay premiums to an insurance company. Medical Center and Campus cost centers are assessed premiums, which are paid into a trust fund to set up exclusively for paying Workers' Compensation benefits.

MAY I USE MY OWN DOCTOR FOR A WORKERS' COMPENSATION INJURY/ILLNESS?

If you sustain an injury/illness, medical care will be arranged for you for the entire course of your treatment. If you wish to be treated by your own doctor within the first thirty (30) days of an injury/illness, you must have on file with your department a written "Designation of Treating Physician" form prior to any illness or injury occurring. If an injury occurs and you choose to see your previously designated physician, you must immediately notify Sedgwick, CMS so that there is no delay in considering your medical bills for payment.

WHAT TYPES OF BENEFITS DOES WORKERS' COMPENSATION PROVIDE?

"Benefits" is the term given to all payments and services provided to you by Workers'

Compensation. Here are the key benefits:

Medical Coverage

Workers' Compensation will pay all approved medical, hospital and prescription bills arising from the industrial injury/illness.

Temporary Disability

If the treating physician determines that you are temporarily unable to work, you will be eligible for temporary disability. These disability payments are issued every two weeks and represent 2/3 of your gross wage, up to the current statutory maximum amount.

Eligibility for temporary disability starts with the fourth calendar day you are unable to work. The three-day waiting period is waived if you are hospitalized or disabled for more than 14 days, in which case your eligibility begins on the day you were injured or became ill.

While you are temporarily unable to work, you should check in regularly with your supervisor as a courtesy to your department. This is in addition to regular contact with your Sedgwick, CMS claims administrator.

Permanent Disability

If the treating physician determines that you are to some degree permanently impaired from fully competing in the labor market, you may be eligible for permanent disability benefits. Your particular disability is calculated, or "rated", taking into account the body part affected, your occupation, age and rate of pay at time of the injury/illness. The rating determines the amount to be paid to you to compensate you for the disability.