

**EMPLOYER:** You must, by law, post the information contained on this notice in a conspicuous location frequented by employees, where employees may easily read such notice during the course of the day. You must post this notice in English and Spanish, if your staff includes Spanish-speaking employees. Insert the appropriate phone numbers and addresses in the spaces indicated on this employee notice. Failure to comply with this regulation could result in penalties.

# NOTICE TO EMPLOYEES

**How to get emergency medical treatment for an industrial injury or illness.** If it's a medical emergency, go to an emergency room right away. Your employer may advise you where to go for treatment. Tell the health-care provider who treats you that your injury or illness is job-related, and, if possible, give your employer's workers' compensation carrier information.

**Types of events, injuries, and illnesses that workers' compensation covers.** You could get hurt by one event at work, such as hurting your back in a fall, or by repeated exposures at work, such as hurting your wrist as the result of doing the same motion over and over.

**Report all injuries to your supervisor right away.** Immediately notify your supervisor of any work-related injury or illness. Your employer will provide you with a notice of potential eligibility for benefits, and a claim form on which you must describe the circumstances of the injury. Return the completed form to your supervisor. If you have any questions or would like more details about workers' compensation benefits, please see your supervisor or call State Compensation Insurance Fund (State Fund).

**Time limits for reporting injuries.** Generally, the law requires you to provide your employer with notice of your injury within 30 days of the date of injury. In addition, if you disagree with any of our actions, in order to protect your rights, you must commence proceedings before the Workers' Compensation Appeals Board (WCAB) within the approved time limit. You must file an Application for Adjudication of Claim within one year of the date of injury, or one year from the last furnishing of indemnity or medical-treatment benefits by your employer or State Fund. It is important that you act promptly so you don't risk losing your benefits because you waited too long.

**Your right to receive medical care.** You have the right to receive medical care, at your employer's expense, to help you recover from an injury or illness resulting from your work. Within one day after you file a claim form, the law requires your employer to authorize medical treatment as required and limited by the law, until the claim is accepted or rejected, up to a limit of \$10,000 in total. Medical care may include doctors, hospital services, physical therapy, lab tests, x-rays, medicines, and related reasonable transportation expenses. For injuries on or after January 1, 2004, there are limits on the number of chiropractic, occupational therapy, and physical therapy visits. All medical treatment is provided in accordance with the medical treatment utilization schedule.

**What is the role and function of the primary treating physician?** Your treating doctor will decide what type of medical care you'll need for your injury or illness, determine when you can return to work, help identify the kinds of work you can do safely while recovering, refer you to specialists, if necessary, and write medical reports that will affect the benefits you receive.

**Can I choose the doctor who will treat me for my job injury?** Yes, you can predesignate a doctor or a multispecialty medical group of licensed doctors of medicine or osteopathy (MDs or DOs) that provides comprehensive medical services primarily for nonoccupational injuries and illness before you are injured, or you can choose a doctor within the Medical Provider Network (MPN) after the initial treatment.

Your predesignated physician must meet the following requirements:

- Must be your regular physician.
- Must be your primary care physician or your physician's integrated multispecialty medical group.
- Must be licensed by Business & Professions Code.
- Must have previously provided your treatment.
- Retains your medical records, including medical history.
- Agrees to be your predesignated physician.

**To predesignate,** you must give your employer the name and address of your personal physician or your personal physician's integrated multispecialty medical group *in writing, before* you are injured.

**If you do not predesignate,** your employer will arrange your initial treatment with a physician within the MPN. After this initial treatment, you will be able to choose your physician within the MPN.

**Can I predesignate a chiropractor or acupuncturist?** No. But, if the MPN is not applicable and you have identified a personal chiropractor or acupuncturist in writing prior to the date of your injury, you may request a change from the employer's physician to your personal chiropractor or acupuncturist.

This request for a change of physician may be made at any time after the initial treatment provided by your employer.

Contact either your employer or your employer's workers' compensation carrier or claims administrator for further information.

**Doctor:** \_\_\_\_\_  
Name and telephone

**Hospital:** \_\_\_\_\_  
Name and telephone

**Ambulance:** \_\_\_\_\_  
Name and telephone

**Fire:** \_\_\_\_\_ **Police:** \_\_\_\_\_  
Telephone Telephone

Our workers' compensation carrier is:

## STATE COMPENSATION INSURANCE FUND

### CLAIMS REPORTING CENTER

(888) 222-3211 toll-free

**Disability benefits.** If hospitalized, or unable to work for more than three days, you will receive temporary disability (TD) benefits equal to two-thirds of your average weekly pay, up to a legal maximum per week. No TD will be paid beyond 104 compensable weeks within two years after the initial TD payment. Exempt are certain injuries that typically take longer to heal; they are subject to a cap of 240 weeks within a five-year period. If your injury results in a permanent disability that decreases your ability to work, you will receive additional payments.

**Death benefits.** If a work injury causes death, your dependents will receive a benefit amount.

**Vocational rehabilitation.** For injuries before January 1, 2004, if your injury or illness prevents you from returning to your same job, you may be eligible for vocational rehabilitation benefits.

**Supplemental Job Displacement Benefit.** For injuries on or after January 1, 2004, a nontransferable voucher is payable to a state-approved school if your injury results in permanent disability, and you don't return to work within 60 days after TD ends, and your employer does not offer modified or alternative work.

**Discrimination.** It is illegal for your employer to punish or fire you for having a work injury or illness, for filing a claim, or for testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the state.

An information and assistance officer at the state Division of Workers' Compensation (DWC) can provide information and forms and help resolve problems with your claim. You can contact the nearest information and assistance officer as follows:

\_\_\_\_\_  
Location

\_\_\_\_\_  
Telephone

Your employer may not be liable for the payment of workers' compensation benefits for an injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties.

**Medical Provider Network.** For a list of State Fund's network providers in your area, please call the Claims Reporting Center's toll-free number: (888) 222-3211. A regional directory of State Fund's medical providers is also available from MEDfinder MPN at [www.scif.com](http://www.scif.com).

**STATE**  
COMPENSATION  
INSURANCE  
**FUND**  
[www.scif.com](http://www.scif.com)

**WARNING:** It is unlawful to file a false or fraudulent workers' compensation claim or to make a false or fraudulent written or oral statement in support of or in opposition to a workers' compensation claim, or to aid or conspire with anyone to commit such fraud. If convicted, the penalty is up to 5 years in prison or a fine of up to \$150,000 or double the value of the fraud, whichever is greater, or both imprisonment and fine. Restitution and other penalties may also apply.

This notice, which is in accordance with Labor Code Section 3550, has been approved by the administrative director of the Division of Workers' Compensation.