IMPORTANT NOTICE - PLEASE READ CAREFULLY
WHAT TO DO IF YOU ARE INJURED AT WORK
2014-2015

TO: All District Employees, Volunteers, and Covered Students

FROM: Office of Human Resources

SUBJECT: Procedures for Medical Treatment of Work-related Injuries or Illnesses

A safe working environment is our number one priority. However, should an accident or injury occur, we want to ensure our employees receive prompt effective medical treatment. If you are injured on the job, you must notify your supervisor and Yvette Barrios in the Human Resources office immediately. This is true even if you think it is only a minor injury.

The District implemented a Medical Provider Network (MPN) called PRIME Advantage – Medical Provider Network, effective 12/01/05. The MPN accesses medical treatment through selected Anthem Blue Cross Prudent Buyer PPO (Blue Cross of California) providers. Unless you pre-designate your personal physician or medical group, in writing, prior to the date of injury or illness, you will be treated by medical providers within the PRIME Advantage – Medical Provider Network for work-related injuries or illnesses.

The District has designated the following local industrial clinics for initial treatment of work related injuries and illnesses:

- **U.S. HealthWorks Medical Group**
  - 25733 Rye Canyon Rd.
  - Valencia, CA 91355
  - (661) 295-2500
  - M – F: 8:00 a.m. – 5:00 p.m.

- **U.S. HealthWorks Medical Group**
  - 22840 Soledad Canyon Rd.
  - Saugus, CA 91350
  - (661) 799-1776
  - M – F: 7:00 a.m. – 6:00 p.m.
  - Sa – Su: 9:00 a.m. – 5:00 p.m.

- **U.S. HealthWorks Medical Group**
  - 16300 Roscoe Blvd., Suite 1-A
  - Van Nuys, CA 91406
  - (818) 893-4426
  - 24 hours a day/7 days a week
  - 7:00 AM-5:00 PM, M-F for follow up

If an injury is life threatening, call 911. The District has designated the following local hospital as an authorized facility for emergency medical treatment of industrial injuries or illnesses:

- **Henry Mayo Newhall Memorial Hospital**
  - 23845 McBean Parkway • Valencia, CA 91355
  - (661) 253-8000

**Coverage for Students**
Students are covered by the District’s workers compensation insurance policy while performing duties related to their educational work experience programs as unpaid interns/volunteers at College of the Canyons including:

- Students enrolled in Cooperative Work Experience Education (CWEE) while performing duties related to the program;
- Students enrolled in Nursing, MLT or EMT while performing duties related to the program;
- Students enrolled in Service Learning or Project Based Learning, while performing duties related to the program.

**Coverage for Volunteers**
Board approved non-paid volunteers are also covered by the District’s workers’ compensation insurance policy while performing duties related to their volunteer work/program at College of the Canyons.

**Additional Information and Documents**
Attached are the following additional documents for your review

- Workers’ Compensation Benefits – New Hire Pamphlet
- Covered Employee Notification of Rights Materials
- Physician Pre-Designation Form/Acknowledgement

Remember, in the event of a job-related injury or illness, contact your supervisor and Yvette Barrios ext. 3426 in the Human Resources office immediately. In an emergency, please contact the Campus Safety Office.