

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. 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.

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? Your ability to choose the doctor depends upon whether you predesignate the doctor before you are injured and whether your employer offers Group Insurance, a Medical Network, a Health Care Organization (HCO), or none of the preceding insurance options.

Your employer must provide you with a form on which you may designate your personal physician or personal chiropractor who has treated you in the past and has your medical or chiropractic treatment records. The physician or chiropractor must agree to the predesignation.

- **If you predesignate,** you must give your employer the name and address of this physician or chiropractor *in writing, before* you are injured.
- **If you do not predesignate** a personal physician or chiropractor, your employer arranges your medical care for at least 30 days after learning of your injury or illness. (The length of time varies, depending upon whether your employer offers Group Insurance, a Medical Network, an HCO, or none of the preceding insurance options.) During this time you can request a change of doctor. After this time, you may switch to a doctor of your choice if you still need medical care.

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

Check one of the following two boxes before posting:

- Our workers' compensation carrier is: **STATE**
COMPENSATION
INSURANCE
FUND
(888) 222-3211 (toll-free)
Telephone (Claims Reporting Center)
- State of California employee claims are self-administered by: **State Fund.**

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 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 an off-duty recreational, social, or athletic activity that is not a part of the employee's work-related duties.

Medical network providers. 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 directory of State Fund's medical network providers (MEDfinder) is also available online at 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.