The Child Abuse Prevention Center

WORKERS’ COMPENSATION

POLICY AND PROCEDURE

2020-2021

If you are injured while providing service, you must follow the procedure below:

A. Immediately notify your Service Site Supervisor. It is your responsibility to report your service related injury or illness. Failure to report may result in a delay and/or loss of benefits. If you do not report within 24 hours, you may not be eligible for Workers’ Compensation benefits.

B. Seek medical attention if necessary.

1. In a life threatening injury, call “911”. Notify your Service Site Supervisor immediately. Emergency treatment should be sought at the nearest emergency room, immediately following the injury.

2. In a non-life threatening injury, you must notify your Service Site Supervisor to provide information regarding the injury. If you or your Service Site Supervisor feel that medical treatment is necessary, you must see an approved provider within the Medical Provider Network (MPN) unless you pre-designated another healthcare provider prior to the injury.

i. To pre-designate a healthcare provider, you must, at the time of enrollment or prior to an injury, declare in writing, a personal healthcare provider of record, including the name, address, and telephone number, as your Workers’ Compensation healthcare provider.

ii. Your healthcare provider must be a medical doctor who retains your medical records/history and must agree to the designation in writing prior to the injury.

iii. If your healthcare provider is a specialist, you may be required to see a primary care physician *first*, in order to maintain eligibility for Workers’ Compensation benefits.

iv. If you go to another medical facility without prior authorization, your bills for treatment may not be paid, and may become your responsibility.

C.If your doctor restricts you from regular duty because of a service related injury, you must immediately inform your Service Site Supervisor. The CAP Center has a Return to Work program and your Service Site Supervisor and/or the CAP Center’s Human Resources or Operations Manager may be able to accommodate your restrictions and provide you with modified service activities.

D.Obtain a Claim for Benefits formfrom your Service Site Supervisor, complete the employee section, and return it to the CAP Center.

It is illegal to collect Workers’ Compensation temporary disability income while serving. If you return to service while collecting temporary disability, you must notify the CAP Center’s Human Resources or Operations Manager. Workers’ Compensation fraud is a felony in California. Any person who files or contributes to the filing of a false Workers’ Compensation claim may be committing a crime punishable by a prison sentence and/or penalty fines. At this time, the CAP Center’s Workers’ Compensation Carrier is:

**State Compensation Insurance Fund  
Policy # 9245205-2020**

You are required to sign this policy acknowledging (1) your understanding of the Worker’s Compensation policy and procedure and receipt of the policy, (2) your receipt of the Time of Hire Pamphlet, and (3) your receipt of the MPN Employee Notification.

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