



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## INSTRUCTIONS FOR REPORTING INDUSTRIAL INJURIES/ILLNESSES

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**All work related injuries must be reported to your Supervisor immediately, don't delay. If you wait too long you take risk of losing your rights to benefits.**

1. Review and complete the occupational accident report form with designated site personnel. All injuries and illnesses must be reported to your Supervisor before the end of your work shift during which the incident occurred, regardless of whether medical attention is necessary.
2. Call Company Nurse to report injury within 24 hours of incident. At that point you will receive self-care instructions or clinic referral.



**1-877-518-6702**

Use Search Code: **SMCS14**

3. If referred to a clinic for treatment by Company Nurse, San Mateo Union High School has the following treating facilities designated for workers' compensation injuries:

**Kaiser On-the-Job Occupational Health Center – San Bruno**

801 Traeger Ave, 2<sup>nd</sup> Floor, San Bruno, CA 94066

Phone: (650) 742-7110

**Kaiser On-the-Job Occupational Health Center – Redwood City**

1400 Veterans Blvd, 1<sup>st</sup> Floor, Redwood City, CA 94063

Phone: (650) 299-4785

**Kaiser Permanente South San Francisco Medical Center**

1200 El Camino Real, South San Francisco, CA 94080

Phone: (650) 742-2513

**Kaiser Permanente San Francisco Medical Center**

2425 Geary Blvd, San Francisco, CA 94115

Phone: (415) 833-3300

4. If treated by one of the above medical providers, or medical attention is required/needed, injured employee must report to supervisor and provide a copy of the work status report. At that time, it may be necessary to complete time sensitive workers' compensation document(s) that are required for receipt of workers' compensation benefits.



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5. Should the treating physician determine there are work duty modifications/limitations; those will be addressed with the Supervisor. The Supervisor and HR Department will make every attempt to return injured employees to modified duty. Temporary modified or light-duty assignments can allow the employer to continue the use of the employee's valuable knowledge, skills and abilities while minimizing time away from work. Temporary modified assignments may also serve to facilitate the employee's transition back to their regular or full time work.
6. Follow up Appointments should be scheduled outside of regular work hours for department efficiency; and for the least possible impact to the program, co-workers, and students. If you choose to seek medical attention during scheduled working hours, normal absence procedures should be followed according to District Policy and Education Code guidelines. Please keep all scheduled appointments. If you cannot keep an appointment, please call your assigned claims examiner with Keenan & Associates, the medical facility, **and** the Human Resources Department. Missed appointments may result in a loss of benefits and your ability to participate in the return to work program.

### Important Notice

**“Workers’ Compensation fraud is a felony”** – anyone who knowingly files or assist in the filing of a false workers’ compensation claim may be fined up to \$50,000 and sent to prison for up to five years (**Insurance Code section 1871.4**)

**Should you have any questions or concerns about your work related injury, please contact:**

Blanca Ildefonso  
Workers’ Compensation Claims Adjuster  
Phone: (650) 306-0220 ext. 4704 / Fax: (650) 306-0620  
Keenan and Associates  
P.O. Box 2707, Torrance, CA 90509

Lulu Davidson  
Human Resources Generalist  
Phone: (650) 558-2247 / Fax: (650) 762-0250  
San Mateo Union High School District