

WORKER'S COMPENSATION FREQUENTLY ASKED QUESTIONS

1. When should I report an injury?
 - Immediately, within twenty four hours
2. Why should an injury be reported immediately?
 - If you delay in reporting an injury, it may also delay all eligible benefits that you are entitled to under workers compensation.
3. How can my personal physician qualify to be my own personal pre-designated physician for work related injuries?
 - Your personal physician must agree to treat you for work related injuries by completing the [pre-designated personal physician form](#).
 - Must have previously directed your medical treatment and retain your medical history and records
 - Must follow workers compensation guidelines
4. When do I need to pre-designated my personal physician?
 - Anytime prior to an injury/illness occurring.
5. I do not have a pre-designated personal physician, where do I go for medical treatment?
 - Employees can seek medical treatment with one of our [District medical panel facilities](#). List available in the District Portal web site, Downloads, Human Resources folder.
6. My supervisor is on vacation. Who else can I report my work injury too?
 - An administrator
 - Ingrid Melgoza, Human Resources Specialist, E-mail: melgozai@smccd.edu, Phone: (650) 358-6724
7. Where do I gather the workers compensation forms?
 - [New Injury/Illness Reporting Packet](#) available in our District Portal web site, Downloads, Human Resources.
8. I don't need medical treatment just first aid. Where do I go?
 - Campus health center.
9. I choose not to complete a workers compensation claim. Now I am aching. What do I do?
 - Complete the [New Injury/Illness Reporting Packet](#) immediately in order to receive medical treatment and [forward them to your immediate supervisor](#).
10. I completed workers compensation forms and never received medical treatment. I am in pain again after some weeks since the injury occurred. What do I do?
 - Contact Ingrid Melgoza, Human Resources Specialist, E-mail: melgozai@smccd.edu, Phone: (650) 358-6724 to process forms with the District's workers [compensation administrator](#) to receive medical treatment immediately.
11. I feel it's expensive to report a workers compensation injury.
 - In the long run, it's more costly not to report an injury/illness because you may end up needing medical treatment in the future. Recovery time may be pro-long and medical expense will be more costly. You may also loss workers' compensation benefits that you may be eligible for if you report a claim late.