



State Center Community College District  
1525 E. Weldon Avenue  
Fresno, CA 93704

## Memorandum

**TO:** All Newly Hired Employees

**DATE:** 2/28/2014

**FROM:** Frances Garza, Benefits Coordinator

**RE:** Reporting a work-related injury/illness and information regarding COMPANY NURSE®

In 2007 SCCCD implemented COMPANY NURSE® as the method for employees to report all workplace injuries. **The COMPANY NURSE® hotline is available 24 hours per day, seven days per week: 1-877-854-6877.**

For those of you unfamiliar with COMPANY NURSE®, here is a brief history. On March, 1, 2007, our workers' compensation group, Valley Insurance Program, approved a new injury reporting process for all district members. In an effort to provide prompt medical care to injured workers and effectively manage our workers' compensation claims, Valley Insurance Program implemented an injury management program called Company Nurse®. When a workplace injury/illness occurs, the injured employee will call Company Nurse® directly after reporting the incident to their supervisor. The attending nurse will provide first aid advice and direct the injured employee to an appropriate medical treatment site. This has proved to be an effective reporting mechanism to provide injured employees the best available treatment appropriate to the injury.

### **HOW IT WORKS**

If an injury is not a medical emergency, the employee should immediately report the injury to their supervisor and telephone **COMPANY NURSE® at 1-877-854-6877**. A registered nurse will assist the employee with his or her medical needs and expedite the claims processing. The nurse receiving the call will triage the injury as follows:

- Incident report only; no treatment needed – Employee returns to work.
- Minor first aid; nurse will give self-care advice – Employee returns to work, same or next shift.
- Requires further medical care – Nurse refers employee to seek treatment at designated clinic/physician.
- Emergency; call 911 – Seek emergency treatment immediately.

**IN CASE OF LIFE OR LIMB THREATENING EMERGENCY, call SCCCD Police Services at (559) 442-8201 or dial 9-1-1.**

**In the event of a non-life threatening injury, you and your supervisor will place a call to **COMPANY NURSE® at 1-877-854-6877** before you leave the premises.**

**If your injury is considered first-aid advice only, **COMPANY NURSE®** will provide advice which you are to follow. You may return to your regular position/work duties. If the medical situation does not improve, you must call back **COMPANY NURSE®** for appropriate medical referral and authorization prior to seeking treatment, unless it is an emergency.**

**If COMPANY NURSE® determines medical treatment is needed**, you will be referred to a designated facility for treatment. Please proceed to visit the designated medical facility for treatment. **COMPANY NURSE®** will immediately forward your information/authorization to the designated medical facility for your follow-up care. At your treatment, the medical facility will provide you with a work status note; please provide a copy of the work status note to your supervisor.

Your cooperation and participation is appreciated. Should you have any questions in regards to the information or Workers' Compensation, please contact Frances Garza, Benefits Coordinator at (559) 244-5933 or [frances.garza@sccd.edu](mailto:frances.garza@sccd.edu).