

My employee has just been seen at UCLA Occupational Health for an injury, what happens next?

1. **Review your “Work Status And Aftercare Instructions” sheet with your employee.** Instruct your employee to provide you a copy the SAME DAY of the OHF visit. Employee should keep any follow up medical appointments as scheduled.
 - ✓ If Full Duty, return the employee to work.
 - ✓ If modified duty work is available, return the employee to work as soon as possible. Transitional Return to Work (TRTW) agreement must be created. If assistance is needed, contact the Disability Management Team.
 - ✓ If modified duty work is not available, contact the Workers’ Compensation Disability Management Team **immediately**. It is the University’s intent to accommodate restrictions.
 - UCLA Health- Health System HR Workers’ Compensation unit 310 794 3036
 - UCLA Campus – Office of Insurance and Risk Management 310 794 6948
 - ✓ If the employee has been taken off work temporarily,
 - 1-3 calendar days: Employee should use sick leave. If the employee does not have enough sick leave available, employee/Manager may contact Workers’ Compensation Team for further assistance.
 - More than 3 calendar days: Instruct employee to contact Human Resources regarding a Leave of Absence. Manager must notify Human Resources regarding off work status and include any work status notes.
 - UCLA Health- Health System HR Leave of Absence unit 310 794 0078
 - UCLA Campus – contact the HR office for your Department
2. **Sedgwick handles all UCLA Workers’ Compensation claims.**
 - Sedgwick may contact you about your employee’s injury.
 - Return all phone calls or reply to all communications from Sedgwick immediately, or benefits and treatment may be delayed.
3. **If therapy or tests (x-ray, MRI, nerve studies) were ordered,**
 - Employee should schedule appointments outside of work hours. However, if this is not possible, communicate with your employee to coordinate their attendance. Per University Policy, employee should use sick leave or available accruals balance to be paid for this time away from work. Department rules may also apply.
4. **If an ergonomic evaluation was ordered,** you should contact:
 - UCLA Health - Contact Injuryprevention@mednet.ucla.edu and ‘note you were referred for an ergo eval by OHF or WC’
 - UCLA Campus – go to <http://ergonomics.ucla.edu/homepage/contact-us.html> or call 310-794-8873

We are here to help! If you need assistance (please also see next page):

UCLA Health - Human Resources Workers’ Compensation/Disability Management - 310-794-3036

UCLA Campus – Insurance and Risk Management - 310-794-6948

SEDGWICK – regarding the Workers’ Compensation claim status - 310-253-7500

Workers' Compensation Assistance Directory CAMPUS & HEALTH

Occupational Health Facility (OHF)

67-120 Center for Health Sciences
Monday - Friday 7:00 a.m. to 4:00 p.m.
Phone 310 825 6771
Fax 310 206 4585

Sedgwick CMS – All UCLA WC Claims

Send claims materials to:

PO Box 14533
Lexington, KY 40512-4533

Local contact:

HEALTH Phone 310 253 7500
Fax 310 253 7569
CAMPUS Phone 858 636 6200
Fax 855 259 7511

UCLA Emergency Rooms (24 hours)

UCLA-RR Emergency Room

757 Westwood Plaza, Los Angeles 90095
*ER entrance - on Charles Young Drive, near
Gayley Ave – North of Le Conte*
Phone 310 825-2111

SM-UCLA Emergency Room

1255 15th Street
Santa Monica, CA 90404
Phone 424 259 8400

Campus – Assistance Directory

UCLA Insurance and Risk Management (IRM)

www.irm.ucla.edu

10920 Wilshire Blvd, Suite 860
Phone 310 794 6948
Fax 310 794 6957

Dianna Cumpian 310 794-6954
Mieko Raphael 310 794-8873
Oksana Nersisyan 310 794-6952

EMAIL wcreports@irm.ucla.edu

Disability Management Team

Ruth Arnush 310 206-9599
rarnush@irm.ucla.edu

Baker-Mason, Mauricio 310-794-6955
Bebe, Irma 310-794-6951
Bloom, Kate 310-794-5254
Lapalm, Monique 310-794-2146
Maier, John 310-794-9439

Health – Assistance Directory

UCLA Health Human Resources (HHR)

<http://hr.uclahealth.org>

10920 Wilshire Blvd, Suite 400
Phone 310 794 0500
Fax 310 794 3337

UCLA Health Human Resources Workers' Compensation

Cynthia Vazquez 310 794 0522
Ashley Hoskins 310 794 3036

EMAIL hrworkerscomp@mednet.ucla.edu

UCLA Health Disability Management

Interactive Process, Vocational Rehabilitation
Loss Control Assistance:

Ariel Caluag 310 794 9872
acaluag@mednet.ucla.edu

Marilyn Lomeli-Haupt 310 794 0517
mlolelihaupt@mednet.ucla.edu

Modified Return to Work Coordination:

Suzanne Bleibtreu 310 794 3555
sbleibtreu@mednet.ucla.edu

UCLA Health Leave of Absence Team

310-794-0078

LOATeam@mednet.ucla.edu