

## I've just been seen at UCLA Occupational Health for an injury... What happens next?

### 1. Contact your supervisor

- a. Give him/her a copy of your "Work Status And Aftercare Instructions" sheet you received from OHF (this is required SAME DAY you visit OHF).
- b. Go to all follow up appointments and make this contact with your supervisor after each appointment. If you arrive more than 15 minutes later for your scheduled appointment, you may be rescheduled.

### 2. Returning to Work - Discuss with your supervisor whether there is modified work you can do with your work restrictions.

- ✓ If modified duty work is available, return to work as soon as possible.
- ✓ If modified duty work is not available, you and your manager should contact the Workers' Compensation Disability Management Team immediately for help:
  - UCLA Health- Health System HR Workers' Compensation unit 310 794 3036
  - UCLA Campus – Office of Insurance and Risk Management 310 794 6948
- ✓ If you have been taken off work temporarily, please call your HR representative so you can be placed on a medical leave of absence.
  - UCLA Health- Health System HR Leave of Absence unit 310 794 0078
  - UCLA Campus – contact the HR office for your Department

### 3. Sedgwick handles all UCLA Workers' Compensation claims.

- Sedgwick may contact you about your injury.
- Return all phone calls or reply to all letters from Sedgwick as soon as possible.

### 4. If therapy or tests (e.g. MRI, nerve studies) were ordered,

- They will contact you directly.
- If you don't receive a call within 3 days, call the phone number on your order from OHF to schedule the appointment.
- Schedule appointments outside of work hours or talk to your supervisor to coordinate your time away from work. You must use your available accruals balances per department and University policy for this time.

### 5. If an ergonomic evaluation was ordered, you or your supervisor should contact:

- UCLA Health - Contact [Injuryprevention@mednet.ucla.edu](mailto: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

### 6. If you were given a prescription, go to UCLA 200 Medical Plaza Outpatient Pharmacy for initial fill. You will also receive a Helios card to use for prescriptions related to your injury.

### 7. For more detailed information, please go to the website for your location (see other side)

## 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 your Workers' Compensation claim status - 310-253-7500

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## **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 LeConte*  
Phone 310 825-2111

#### **SM-UCLA Emergency Room**

1255 15<sup>th</sup> Street  
Santa Monica, CA 90404  
Phone 424 259 8400

## **Campus – Assistance Directory**

### **UCLA Insurance and Risk Management (IRM)**

[www.irm.ucla.edu](http://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](mailto:wcreports@irm.ucla.edu)

### **Disability Management Team**

Ruth Arnush 310 206-9599  
[rarnush@irm.ucla.edu](mailto: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](mailto:hrworkerscomp@mednet.ucla.edu)

### **UCLA Health Disability Management**

Interactive Process, Vocational Rehabilitation  
Loss Control Assistance:

Ariel Caluag	310 794 9872
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[acaluag@mednet.ucla.edu](mailto:acaluag@mednet.ucla.edu)

Marilyn Lomeli-Haupt	310 794 0517
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[mlomelihaupt@mednet.ucla.edu](mailto:mlomelihaupt@mednet.ucla.edu)

Modified Return to Work Coordination:

Suzanne Bleibtreu	310 794 3555
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[sbleibtreu@mednet.ucla.edu](mailto:sbleibtreu@mednet.ucla.edu)

### **UCLA Health Leave of Absence Team**

310-794-0078

[LOATeam@mednet.ucla.edu](mailto:LOATeam@mednet.ucla.edu)