

June 21, 2010

TO: All SPF Employees  
FROM: Human Resources  
RE: WORKERS' COMPENSATION PROCEDURES  
FOR OUT-OF-AREA SPF EMPLOYEES

The guidelines listed below should be followed for work-related illnesses or injuries sustained by out-of-the-area SPF employees.

- In the event of an emergency, please seek medical treatment at the closest hospital's emergency room/urgent care center.
- For non-emergency medical treatment, please seek medical assistance from:
  1. **US Healthworks** <http://www.ushealthworks.com/CA-FindCenter.html>; or
  2. **Concentra** medical facilities <http://www.concentra.com/locations/> or
  3. **Kaiser Occupational Health**  
<https://businessnet.kp.org/health/plans/ca/plans/otherproducts/occupationalhealth?contentid=/html/plans/cal/occuphealth/occuhealthcenters.html>

See links above for directories of medical facilities located in your area. If not, please seek treatment at a medical facility that is closest to your location.

Please contact the Principal Investigator (PI) of your project or Cindy Darnall Stevens, Workers' Compensation Manager - SPF, at 707-826-5171; email [Cindy.Darnall.Stevens@humboldt.edu](mailto:Cindy.Darnall.Stevens@humboldt.edu) as soon as possible following an injury as our primary concern is to ensure employees seek and receive appropriate medical treatment.

It will be necessary for an injured employee to complete a Workers' Compensation Claim Form, DWC 1, <http://www.dir.ca.gov/dwc/dwcform1.pdf>. PIs must complete a Supervisor's Report of Injury, STD 620, <http://www.humboldt.edu/huhr/docs/SupvReport.pdf>. Both forms should be submitted as soon as possible to Human Resources, and may be faxed to extension 3625. Please send the originals in campus or US mail.

Please contact us if you have additional questions, or if we may be of assistance to you.

Thank you.