



TO: All Employees
RE: Workers' Compensation Benefits

The Claremont Colleges are insured for the purposes of California Workers' Compensation Benefits. You are covered for any job-related injury or illness from your first day of employment. In the event you are injured at work, you should immediately report the injury to your supervisor and/or Disability & Unemployment Administrator, so that necessary medical treatment can be arranged and other benefits can be provided as appropriate. Call extension 18847.

If you wish to be treated by your personal physician in the event of a job-related injury, you must notify the Disability & Unemployment Office in writing **prior** to the date of injury. All treatment must be authorized by the Disability & Unemployment Office prior to the appointment date even if the treating physician is your personal physician. Claims for unauthorized treatment may be denied by the insurance carrier as self-procured treatment.

I request that in the event of a job-related injury or illness occurring after the date below, I be allowed to be treated by the physician listed below.

Doctor's Name: _____

Address: _____

Telephone Number: _____

I certify that Dr. _____ is my personal physician, has previously directed my medical treatment, and retains my medical records. I understand that if this is not the case I may be personally responsible for the costs of any treatment rendered by this doctor. I have verified with my physician that he or she concurs with this request.

I also understand that if necessitated by the nature of my injury or illness my employer may arrange appropriate first aid or emergency treatment before referring me to my personal physician.

NAME _____
(please print)

SIGNATURE _____

DATE _____ EXT _____

I DO NOT WISH TO PRE-DESIGNATE A PHYSICIAN FOR ANY WORK-RELATED INJURY. _____
Initials

Please return to the Disability & Unemployment Insurance Office, McAlister Center.

It is your responsibility to notify the Disability & Unemployment Department in writing when you change your personal physician. Otherwise, you will be treated by a medical provider contracted by The Claremont Colleges.

09/03