



**Shasta
College**

HUMAN RESOURCES OFFICE

MEMORANDUM

TO: Staff Who Suffer an Industrial Injury
FROM: Amy Westlund, Director of Human Resources
SUBJECT: Workers' Compensation

Shasta College has designated the following facility for first treatment of work related injuries or illnesses:

Redding Occupational Medical Center	1710 Churn Creek Rd (530) 646-4242	Monday – Friday	8:00 a.m. – 6:00 p.m.
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You may not go to any other facility unless you have a pre-designated personal physician (cannot be a Chiropractor) on file with the Human Resources Office or get permission from our Worker's Compensation insurance administrator. Under life-threatening emergency situations, however, both Shasta Regional Medical Center and Mercy Medical Center may also be used. If you choose not to go to a Shasta College designated facility, payment may not be made for your medical treatment.

If you have a problem with your treatment or have questions about seeing a different physician, please call our insurance administrator for Worker's Compensation, Keenan & Associates, at (800) 343-0694. Ask for the primary person responsible for handling the claims for Shasta College and you may be granted permission to change physicians.

Shasta College has adopted an early return to work program for staff which may require injured employees to return to work for modified duty. Once you have seen a physician and get a diagnosis, you are required to report to Human Resources for an interactive meeting and attempt to work out an appropriate assignment based on limitations the physician may have indicated. If you have any questions about Worker's Compensation or industrial accident or illness, please feel free to contact me.

Signature

Date