

What to Do If You Sustain an Injury or Illness Due to Work



Emergencies

If you experience a medical emergency, call 9-1-1 from any campus phone or (909) 869-3070 from your cell phone.



For Assistance or Questions

Please contact Workers' Compensation at ext. 3725 for assistance or if you have any questions about work injuries or illnesses. You can also visit the Workers' Compensation Website for additional information and to obtain the related forms.



Workers' Compensation Claim Form

If a work-related injury or illness requires more than first aid treatment, your manager or supervisor should provide you with a Workers' Compensation Claim Form. Complete and sign the employee portion of this form.

The injured employee may consult a licensed attorney to advise them of their rights under workers' compensations laws. In most instances, attorney's fees will be paid from an injured employee's recovery.

[Workers' Compensation Claim Form \(PDF\)](#)

Workers' Compensation

Larissa Hill, Workers' Compensation Coordinator
Telephone: (909) 869-3725
Email: lbrewer@copp.edu

University Police

Dial 9-1-1 from any campus phone
Dial (909) 869-3070 from your cell phone

Pomona Valley Health Centers (PVHC)

PVHC – La Verne 2333 Foothill Blvd., La Verne, CA 91750 (909) 392-6511
PVHC- Chino Hills 3110 Chino Avenue, Chino Hills, CA 91709 (909) 630-7868
PVHC- Claremont 1601 Monte Vista Avenue, Claremont, CA 91711 (909)865-9977
Open everyday 365 days a year
Monday-Friday 8am - 8pm
Weekends & Most Holidays 9am - 5pm

When an Injury Occurs...

As a Cal Poly Pomona employee, if you sustain an injury or illness that you feel was caused by your work, there are 3-steps in reporting your injury or illness and obtaining medical evaluation and treatment:

1. Notification - Inform your manager or lead immediately if you sustain a work-related injury or illness.
2. Medical Treatment - Your manager or lead will refer you for medical treatment at Concentra, the university's designated industrial medical clinic.
3. Reporting Forms - Work with your manager to complete the Manager/ Supervisor Report of Injury/ Illness form. Also, you will be provided the [Employee Claim Form \(DWC1\)](#).

Please complete and return this form as it initiates the claim process and protects your rights.

Your manager will forward the completed reporting forms to Workers' Compensation, and a claim will be submitted by us to the university's workers' compensation claims administrator, Sedgwick Claims Management Services (CMS). In addition to receiving a call from us, an account representative of Sedgwick CMS will contact you and ask some questions about your injury/illness.

Physician Pre-Designation

Employees have the option of pre-designating their personal physician as their treating physician in the event of a work-related injury/illness. This designation must occur prior to a work-related injury/illness and your physician must agree to be pre-designated. Employees bear the responsibility of keeping their physician pre-designation current.

Personal Physician Pre-Designation Forms

Pre-designation forms are available through the Workers' Compensation website. If you choose to pre-designate, please follow the posted directions to complete the form and return it to Workers' Compensation, Student Services Building 121 West, 2nd floor, Room 2700.

Note: personal physician includes a medical group, if the medical group is composed of licensed doctors of medicine or osteopathy operating as a multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries (for example, Kaiser). A specialist or specialty group, such as an orthopedist, cannot be pre-designated.