



Work-Related Injury Quick-Guide

EMERGENCY INJURIES

Step 1:	<u>Call 911</u> from any campus phone OR Call (562) 924-3618 from any cell phone to contact the Cerritos College Police Department
Step 2:	Email the employee a DWC-1 Claim Form (it does not need to be completed immediately since the priority is emergency care, but must be provided within one working day)
Step 3:	Notify Human Resources
Step 4:	Complete the Supervisor's Accident Investigation/Injury and Illness Incident Report after emergency has been addressed

NON-EMERGENCY INJURIES

Step 1:	Visit cerritos.edu/risk-management
Step 2:	Locate the DWC-1 Claim Form and provide it to the employee for completion. If the employee declines to complete the DWC-1 Claim Form and/or declines to seek medical treatment, please have them complete the <i>Employee's Declination of Workers' Compensation/Treatment</i> form and check the appropriate boxes.
Step 3:	Complete the <i>Supervisor's Accident Investigation/Injury and Illness Incident Report</i>
Step 4:	Have the employee call Company Nurse at 1-833-541-0614 and provide search code CERCCD . A nurse from Company Nurse will triage the employee for care and provide a referral to urgent care if needed.
Step 6:	Send completed DWC-1 and Accident Investigation to Human Resources

This document is intended to provide quick information for addressing emergency and non-emergency injuries. For a more thorough guide, please visit [Cerritos.edu/risk-management](http://cerritos.edu/risk-management) and [contact Human Resources](#) if you have any questions.



Company Nurse – Reporting Workplace Injury

Cerritos Community College District has a new program for work-related injuries called Company Nurse. Company Nurse provides triaging services to simplify the process for non-emergency work-related injuries.

Please do the following if you become injured at work:

NON-EMERGENCY INJURIES

1. Contact your supervisor.
2. Contact Company Nurse at 1-833-541-0614 and provide Company Search Code CERCCD.

After intake, a Registered Nurse will triage you and may recommend appropriate care, which could include at-home care recommendations or an urgent care visit. If you are triaged to urgent care, Company Nurse will handle the referral, authorization, and visit instructions. Human Resources will follow up regarding the DWC-1 and other documents.

EMERGENCY INJURIES

If an injury is an emergency, please call 911 from a desk phone or contact Cerritos College Police Department (CCPD) directly at (562) 924-3618, and then contact Human Resources as soon as possible after the immediate emergency has been addressed. Note: Using your cell phone to contact 911 may route you to county dispatch instead of CCPD dispatch. Employees will be provided a DWC-1 claim form within one working day.

Resources

The Risk Management webpage has been updated to reflect the new information and process, and can be visited at <https://www.cerritos.edu/hr/risk-management-page.htm>

Our office has provided managers with training over the summer regarding this process.

Additionally, Human Resources has distributed business cards, stickers, and posters with Company Nurse information and injury reporting instructions to division offices and other on-campus locations.

If you have any questions regarding this change, please contact Michael Meadors, Human Resources Analyst, at mmeadors@cerritos.edu.



Address label