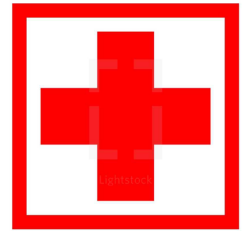


# **INJURY REPORTING**



**WHO:** faculty and staff, student workers, culinary arts students

**1. Report your injury/illness to your supervisor immediately.**

- a. For culinary arts students, the supervisor is the instructor.

**2. Call Company Nurse at 855-602-5264 to file a report (refer to flyer). Remember, a report should be filed whether you want to seek medical treatment or not.**

- a. **If you are desirous of medical treatment**, Company Nurse will refer you to one of the Worker's Compensation Clinics assigned to Los Angeles Trade Tech College.
- b. If there is another Worker's Compensation Clinic closer to where you live you can go to that location.
- c. **Student workers and culinary arts students** are referred to the Worker's Compensation Clinics as well.
- d. **If you are not desirous medical treatment** at the time of your injury/illness, inform Company Nurse when filing the report.

**3. A Supervisory Report of Injury/Illness will be given to the supervisor to complete and returned to Wanda**

**Lewis**, (Focal Point for LATTTC) in D4-150, which in turn will be forwarded to an Admisure Claims Adjuster. (Admisure is the Worker's Compensation Agency for the LACCD).

**4. For all faculty and staff**, if you have a Predesignated Physician's Form on file with the District Office, for any injury/illness that you may incur while working, you may go directly to your own doctor. Please note that the form must be on file prior to any injury/illness. The Predesignated Physician's Form is available on the District website, Sheriff's Station-Wanda Lewis, D4-150, or Personnel/Payroll, E5-429.

**5. If you are desirous of paramedics**, inform the Sheriff's Station so that paramedics can be dispatched to the campus. The billing for paramedics is covered by the District.

**6. If you receive medical treatment**, you must see Wanda Lewis in the Sheriff's Station, D4-150, for follow-up paperwork.

**7. You will also be contacted by an Admisure Claims Adjuster.**

For any questions, please contact Wanda Lewis, (213) 763-3606, lewiswj@lattc.edu

# IN CASE OF WORKPLACE INJURY:

Accion a seguir en caso de un accidente en el trabajo



## 1-855-602-5264

1. Injured worker should notify supervisor.
2. Supervisor/or employee immediately calls injury hotline.
3. Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.

Employer Name Los Angeles CCD	Search Code QS372
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Please post copies of this flyer within your work area or office.