

## My employee has just been seen at a Clinic for an injury, what happens next?

### 1. Review your “Work Status” or “Aftercare Instructions” doctor’s note with your employee.

Instruct your employee to provide you a copy the SAME DAY of the Clinic visit. Employees should keep any follow up medical appointments as scheduled.

- ✓ If Full Duty, return the employee to work.
- ✓ If Modified Duty work is available, return to work as soon as possible. For more guidance on what to do next, contact EHS: [workerscomp@ucr.edu](mailto:workerscomp@ucr.edu)
- ✓ If Modified Duty work is not available, you should contact the EH&S Workers’ Compensation Team immediately for help:
  - ✓ [Kathy.mosley@ucr.edu](mailto:Kathy.mosley@ucr.edu) or [workerscomp@ucr.edu](mailto:workerscomp@ucr.edu)
- ✓ If the employee has been taken off work temporarily,
  - 1-3 calendar days: Employee should use sick leave. If the employee does not have enough sick leave available, employee/Manager may contact Workers’ Compensation Team for further assistance.
  - More than 3 calendar days: Instruct employee to contact Human Resources regarding a Leave of Absence. Manager must notify Human Resources regarding off work status and include any work status notes.

### 2. Sedgwick handles all UCR Workers’ Compensation claims.

- Sedgwick may contact you about your employee’s injury.
- Return all phone calls or reply to all communications from Sedgwick immediately, or benefits and treatment may be delayed.

### 3. If therapy or tests (x-ray, MRI, nerve studies) were ordered,

- Employee should schedule appointments outside of work hours. However, if this is not possible, communicate with your employee to coordinate their attendance. Per University Policy, employee should use sick leave or available accruals balance to be paid for this time away from work. Department rules may also apply.

### 4. If an ergonomic evaluation was ordered, you should contact:

UCR HR - Contact [clyde.blackwelder@ucr.edu](mailto:clyde.blackwelder@ucr.edu);  
[ergoevaluation@ucr.edu](mailto:ergoevaluation@ucr.edu); (951) 827-3010

### 5. If your employee has future medical appointments related to the claim:

While the cost of medical treatment related to a WC claim is funded by the UC, an Employee being off from work to attend that appointment is not. Employees can elect to use their Sick or elect to go unpaid when attending these appointments.

## We are here to help! If you need assistance

**UCR EH&S Workers’ Compensation:** 951-827-4207

**SEDGWICK** – regarding Workers’ Compensation claim status: 951-275-5400