



CSU FULLERTON

Auxiliary Services Corporation

Serving the University in the Spirit of Excellence

WHAT TO DO IN CASE OF INJURY

1. Take care of the injured employee. Send the injured worker with an Authorization for Examination or Treatment form to our medical provider to get medical treatment. Copies of the form can be found on our company website under HR Forms. Our Medical provider is Concentra:

**Concentra Placentia
640 S. Placentia Ave.
Placentia, CA 92870
714-579-7772**

2. Fill out the following forms within 24 hours of the injury:

Supervisor's Accident/Injury Form (can be found on the internet under HR Forms)

Workers' Compensation Claim Form - <http://www.dir.ca.gov/dwc/DWCForm1.pdf>

Completing the Claim form

- The Employee fills out section 1 – 8.
- The employer fills out section 9 – 12 and Sections 14 - 17 when you give the Claim Form to the employee.

Copies of the form shall be distributed as follows:

- Employee Copy: Give the Employee a copy of the DWC1 with the Employer information filled in as noted above. Also provide the Employee with the top two pages of the form, "Notice of Potential Eligibility"; this information explains the employee's benefits.
- Employer Copy

3. Inform HR of the injury/illness, complete and submit a copy of the **Supervisor's Accident/Injury Form** and the **Workers' Compensation Claim Form** to HR Generalist, Bertha Leon within 24 hours:

**Bertha Leon
HR Generalist
T: 657-278-4123
F: 657-278-1187
bleon@fullerton.edu**