If a work injury occurs

California law guarantees certain benefits to employees who are injured or become ill because of their jobs.

Any job related injury or illness is covered. Types of injuries include, but may not be limited to, strains, sprains, cuts, cumulative or repetitive traumas, fractures, illnesses and aggravations. Some injuries from voluntary, off duty, recreational, social or athletic activity may not be covered. Check with your supervisor or Keenan & Associates if you have any questions.

All work related injuries must be reported to your supervisor immediately. Don’t delay. There are time limits. If you wait too long, you may lose your right to benefits. Your employer is required to provide you a claim form within one working day after learning about your injury. Your supervisor will fill out the appropriate forms and send them to the Benefits Department.

It is a misdemeanor for an employer to discriminate against workers who are injured on the job or who testify in another employee’s case. Any such employee may be entitled to compensation, reinstatement and reimbursement for lost wages and benefits.

Contact Information

Newport-Mesa USD
Workers’ Compensation Office
714-424-5011
714-424-8946 (fax)
2985 Bear Street
Costa Mesa, CA 92626
Hours of Operations:
Monday—Friday
7:30 a.m. to 4:30 p.m.

Keenan and Associates
800-654-8102
P.O. Box 4328
Torrance, CA 90510

How to obtain additional information

Contact your employer representative at 714-424-5011 or Keenan & Associates if you have questions about workers’ compensation benefits. You may also contact an Information and Assistance Officer at the State Division of Workers’ Compensation. You can consult an attorney. Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fee will be taken out of some of your benefits. For names of workers’ compensation attorneys, call the State Bar of California at 415-538-2120.

new hire pamphlet
Workers’ compensation benefits include

Medical Care – All medical treatment, without a deductible or dollar limit. For dates of injury on or after 1/1/04 there is a limit of 24 chiropractic, 24 physical therapy and 24 occupational therapy visits. Costs are paid directly by Keenan & Associates through your employer’s workers’ compensation program, so you should never see a bill.

If emergency treatment is required, go to the nearest emergency room or contact 911.

The District is self-insured for its statutory workers’ compensation benefits. All medical, surgical and disability costs are paid directly by the District through our program administrator, Keenan and Associates.

Keenan & Associates will arrange medical treatment, often by a specialist for the particular injury. Medical Provider Networks (effective 1/1/05) and/or Preferred Provider Networks may be utilized for physicians as well as medical care centers. If you would like to obtain a list of network providers, please contact your employer or Keenan & Associates. Keenan & Associates phone numbers are listed on the reverse side.

If your employer offers group health insurance, you are eligible for treatment with your personal physician should you become injured on the job. If you are eligible, before you are injured, you must notify your employer in writing and provide your employer written documentation from your personal physician that they agree to be pre-designated. Your personal physician must be your regular primary care physician who previously directed your medical treatment, who retains your medical history and records. You may only pre-designate your primary care physician if they are a family practitioner, general practitioner, board certified or board eligible internist, obstetrician-gynecologist, pediatrician or a multi-speciality medical group, whose practice is predominantly for non-occupational injuries and illnesses.

Your employer will provide you with a form to use to pre-designate your personal physician.

Generally your employer, or Keenan, has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your employer, or Keenan, initiates treatment you may, upon request, access the Medical Provider Network and transfer your care to one of the doctors in the MPN.

Contact Keenan & Associates if you plan to change physicians at any time.

Payment for Lost Wages - If you are temporarily disabled by a job injury or illness, you will receive tax-free income until your doctor says you are able to return to work. Payments are two-thirds of your average weekly pay, up to a maximum set by state law. Payments are not made for the first three days unless you are hospitalized on an inpatient basis or unable to work more than 14 days.

If you lose time from work beyond the day of the injury, you must submit a DISABILITY STATUS REPORT from the doctor to the Benefits Department. You must also do this in person on the day prior to returning to work. If you fail to do this, you may be charged with unpaid leave.

If the injury or illness results in permanent disability, additional payments will be made after recovery. If the injury results in death, benefits will be paid to surviving dependents.

Rehabilitation – For date of injury 12/31/03 and prior - If the injury or illness prevents you from returning to your usual job and a modified job or alternative work is not offered by your employer, you may qualify for vocational rehabilitation. For dates of injury on or after 1/1/04 - you may be entitled to a Supplemental Job Displacement Voucher, which entitles you to a voucher for educational training.

District Approved Medical Facilities

US HealthWorks,
2362 Morse Avenue, Irvine, CA 92614
949-863-9103
US HealthWorks,
3100 W. Warner Avenue, Santa Ana, CA 92704
714-546-4233

After Hours or Emergency Treatment Only:
Hoag Memorial Hospital Presbyterian
301 Newport Blvd., Newport Beach
949-645-8600