



Memorandum

To: EBMC Supervisors
From: Payroll & Benefits Department
Subject: Reporting an On-The-Job Injury or Illness
Date: 11/1/2010

Attention EBMC Supervisors:

EBMC continues to place the safety and welfare of all employees at the top of its priority list. As you are aware, safety is a key factor in keeping our workforce healthy and marching forward. When the unfortunate on-the-job injury or illness occurs, we must provide the injured worker the support and appropriate guidance to allow and encourage a speedy recovery. The following is a step-by-step guide for supervisors when a work related injury or illness occurs.

WHEN A WORK RELATED INJURY OR ILLNESS OCCURS:

Important: It is the responsibility of the supervisor to report the injury or illness to the Payroll/Benefits Department within 24 hrs of your knowledge of the incident.

- 1) When an on-the-job injury or illness occurs, quickly determine the severity of the injury or illness. In case of serious injury or illness, call "911" for medical assistance. Depending on the type of injury or illness, seek appropriate medical care for the injured employee by referring to the attached Preferred Medical Provider (PMP) List. Please note that the PMP List must be posted in a place that employees regularly frequent. The list is also available online at the following websites (see attached instructions):

Everest National	www.everestnational.com
Paycheck HR Online:	http://eservices.paychex.com
BenefitStream:	www.benefitstream.net/ebmc

Please note that you will be prompted to "sign-in" to access information on the Paychecks HR Online and BenefitStream websites. For assistance or medical authorization, please contact the Payroll/Benefits Department at 707-584-5123 x 149.

- 2) Familiarize yourself with the facts surrounding the injury or illness and be prepared to relay this information to the Payroll / Benefits Department. You will need to know the "who, what, when, where and how" the injury or illness occurred. Gather as much supporting information as possible.
- 3) Report the injury and illness to the Payroll/Benefits Department within 24hrs of your knowledge of the injury by calling 707-584-5123 x 149 or via email to ignaciosaucedo@ebmc.com. All serious injuries or deaths must be reported immediately. Even if you do not have all of the information about the incident, it is important that you report the injury to the Payroll/Benefits Department.



EUGENE BURGER
MANAGEMENT
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6600 Hunter Drive
Rohnert Park, CA 94928

TEL 707 584 5123
FAX 707 584 5124

www.ebmc.com

- 4) Required Workers Compensation Claim Forms must be completed and forwarded to the Payroll Benefits Department via fax to 707-584-3432 attention Ignacio Saucedo or email to ignaciosaucedo@ebmc.com. Forms should be completed with the participation of the injured worker if the severity of injury allows it. If the injured worker is not available, please complete as best as possible. Attached please find your State specific Workers Compensation forms and requirements.
- 5) Related documents including doctor notes, witness statements, medical bills, and work status reports should be faxed or emailed to the Payroll/Benefits Department. Please email forms to ignaciosaucedo@ebmc.com or send via fax to 707-584-3432.
- 6) Should the injury or illness result in time away from work, immediately report the last day worked and anticipated number of days away from the job. Should time away from work exceed the initial estimate, please updated the Payroll/Benefits Department with any new information as it becomes available. It is your responsibility to stay in contact with the injured employee.
- 7) All time away from work should be noted a "Workers Compensation" on the employees timecard.

Should you require additional information on the topic of Safety, please review EBMC's Injury and Illness Prevention Plan found online on Lotus Notes under Operating Manuals – Section 09 Employee Health and Safety. You may also find this information in print on the Resident Manager's Operating Manual – Section 800 Safety.

As always, we are ready to assist you in any way possible. Please do not hesitate to contact the Payroll Department by calling 707-584-5123 x 149 or via email to ignaciosaucedo@ebmc.com.

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Payroll/Benefits Department
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(707) 584-5123
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Steps to Search for a Preferred Medical Provider

• Paychex HR Online

1. Go to <http://eservices.paychex.com>
2. When prompted, enter your login information
3. Under the Company Information heading, Click on Company Documents
4. Click on the Workers Compensation file, open the Preferred Medical Providers folder
5. Search for your location based on State and Property Name

• BenefitStream

1. Go to www.benefitstream.net/ebmc
2. When prompted, enter the following login information
 - User ID: ebmc
 - Password: benefits1
3. Click on Workers Comp tab on the main menu
4. Under the Workers Comp heading, Click on Preferred Medical Providers
5. Search for your job location based on State and Property Name

• Everest National (California Only)

1. Go to www.everestnational.com
2. Click on Links/Services
3. Under Workers Compensation/Manager Care, Click Everest Medical Provider Network (CA Only)
4. Click on Search For Nearby Provider (California Only)

At this point you will be prompted to elect or enter specific search information to narrow results.

• Everest National (All State Other than California)

1. Go to www.everestnational.com
2. Click on Links/Services
3. Under Workers Compensation/Manager Care, Click Everest Preferred Provider Network (All other states)
4. Click on Search For Nearby Provider (All State Other Than California)

At this point you will be prompted to elect or enter specific search information to narrow results.