

**BAKERSFIELD CITY SCHOOL DISTRICT**  
**Workers' Compensation Program**

**Employee Instruction Sheet**

**INTRODUCTION:**

In the event of an industrial injury, **you must seek treatment at one of the facilities listed on back.**

The Bakersfield City School District has developed a program that allows its employees to remain in the workforce while recovering from a work related injury or illness. The **Temporary Work Assignment (TWA) Program** has been designed to provide employees with a temporary work assignment based upon the primary treating physician's recommendations regarding physical activity. This program assists injured workers in returning to work while receiving medical treatment. This program is organized to include input from you, your doctor, the department where you work and the TWA Coordinator.

**ALL EMPLOYEES MUST FOLLOW THIS PROCESS:**

1. You have received the Employee Instruction Sheet. Select one of the physician's offices listed and inform your site secretary of your decision. This is your authorization for treatment. Use this as a reference for any future questions.
2. The doctor is to complete a **Work Status Sheet** form before you leave his/her office. If the doctor has released you back to your usual job, **without** any restrictions, just return the Work Status Sheet to your worksite. No further action is needed until you return to your doctor for your next appointment, if required. You will continue to return the Work Status Sheet to your worksite after every appointment.
3. If the doctor has placed any work restrictions on your job duties, **you MUST contact the Return-to-Work Coordinator** at Central Valley Occupational prior to returning to your job site. They are located at 4100 Truxtun Avenue Suite 200. ★ You do not need to make an appointment before reporting to Central Valley Occupational. Their office hours are Monday thru Friday 7:30 a.m. to 5:30 p.m. You must take the **Work Status Sheet** with you. Please see map to Central Valley Occupational on reverse of this page.

The Coordinator will expect to see you and will assist you in determining what work you can perform based upon the doctor's recommendations and the availability of Temporary Work Assignments. The temporary work assignments will be coordinated with the district office, the school or department where you usually work.

4. Contact your worksite to advise them of your appointment with the Return-to-Work Coordinator.

**As a reminder:** If you do not have work restrictions, continue to return the Work Status Sheets to your worksite after every visit. **If you are placed in the TWA program you must contact the Return-to-Work Coordinator at CVO after every visit.**

In the event of an industrial injury, you must seek treatment at one of the following facilities or your Predesignated Physician:

**Central Valley Occupational Medical Group**

4100 Truxtun Ave, Ste. 200  
Bakersfield, CA 93309  
(661) 632-1540  
Hours: 7:30 a.m. to 5:30 p.m.  
Monday-Friday  
After 5:30 pm and weekends on call

**Universal Occupational Medical Grp**

8303 Brimhall Rd, Bld 1500  
Bakersfield, CA 93312  
(661) 679-6672  
Hours: 8:00 a.m. to 5:00 p.m.

**Memorial Occupational Medicine**

3838 San Dimas St., Ste. B100  
Bakersfield, CA 93301  
(661)326-0088  
Hours: 7:00 a.m. to 7:00 p.m.  
Open Weekends

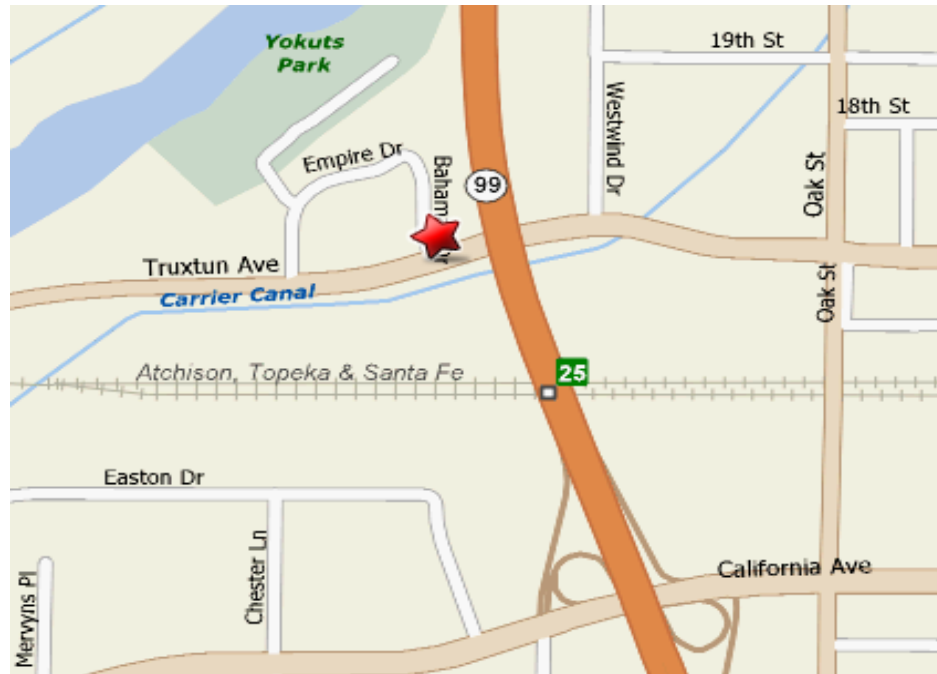
**Irene Sanchez, M.D.**

4200 Buck Owens Blvd.  
Bakersfield, CA 93308  
(661)633-2125  
Hours: 8:00 a.m. to 5:00 p.m.

**For life threatening emergencies only, contact:**

**Bakersfield Memorial Hospital**  
420- 34<sup>th</sup> Street, Bakersfield, CA 93301, (661) 327-1792  
**OR**  
**Mercy Hospital**  
Truxtun Ave. & “A” Street, Bakersfield, CA 93301, (661) 632-5278

★ Return-To-Work Coordinator  
Central Valley Occupational  
4100 Truxtun Ave., Suite 200



See map for directions: