

Chapter 3 – Medical Treatment

Table of Contents

Page

3.1 Applicability

3.2 General

3.3 Emergency Care and Response

 3.3.1 Medical Treatment

3.4 Follow-Up to Emergency Care

3.5 Medical Disposition

3.6 Medical Exams for Health and Safety Certification

3.7 General Health Maintenance

3.8 Workers Compensation for County Employees

3.1 Applicability

This chapter is applicable to all County employees, to all work conducted under the authority of the County, and to all equipment and property managed by the County.

3.2 General

The prime function of Concentra Occupational Health is to provide initial emergency medical care and response for County employees who become ill or who are injured while on-the-job. The Valley Medical Center (VMC) is to provide medical care to Health and Hospital Systems employees who become ill or injured at the Health and Hospital Systems facilities.

The secondary function of these organizations is to provide comprehensive occupational health surveillance, injury management, health promotion, and coordinated occupational health consultation. Occupational health surveillance programs include:

- Asbestos Surveillance Exam (baseline and periodic)
- Audiogram & Questionnaire
- Pre-Employment Exams (baseline)
- Badge Personnel Physical Exams (DOC, SHO, DA)
- DMV Class B License Physical
- Ergonomic Evaluations
- Fit to Work Evaluations
- Vaccinations/Immunizations
- Drug Testing (DOT and non-DOT)
- Pulmonary Function Test (Spirometry)
- Respiratory Fit Test – Qualitative
- Respiratory Surveillance
- Vision Testing
- Tuberculosis Screening and Testing

Concentra or VMC also provides comprehensive health services and medical evaluations for County employees, comprehensive injury management evaluations, as well as general treatment and follow-up for employees and contractors.

3.3 Emergency Care and Response

In cases of serious injury, dial 9-1-1 to obtain emergency services. In typical emergencies, the emergency room at the closest hospital should be utilized. Otherwise, Concentra or VMC should be used.

3.3.1 Medical Treatment

Except in emergencies, employees must report any work-related injuries and/or illnesses to their supervisor and report to Concentra (or the Valley Medical Center Emergency Room) for treatment. If the employee becomes aware of a work-related injury and/or illness during off-duty hours, they must notify their supervisor and report to Concentra (or the Valley Medical Center) by at least the next business day after they become aware of the injury.

Unless determined by the Concentra (or Valley Medical Center) physician that they should not return to work, employees are expected to return to work upon release from Concentra (or the Valley Medical Center). If the employee is sent home, the employee should contact their supervisor and apprise them of the situation. The employee is also required to report to Concentra (or the Valley Medical Center) the next business day.

If the employee is injured or suffers from a work-related illness while on work status away from the local area, they should go to a physician or hospital for medical treatment. Report accidents in accordance with mishap reporting & investigating procedures. The employee must ask the physician for the earliest date that they can return-to-work and report this information to their supervisor with written return to work clearance from the treating physician.

3.4 Follow-Up To Emergency Care

As soon as the injured employee is under treatment, the supervisor of the injured employee should complete the appropriate paperwork for reporting injuries and submit it in accordance with the appropriate reporting procedures including the filing of Employer's First Report of Injury/Illness and the Employee's Claim for Workers' Compensation Benefits.

3.5 Medical Disposition

For injuries or illnesses that occur on duty at County facilities, Concentra (or VMC) will initially treat personnel if possible. Concentra (or VMC) personnel will complete a record of medical disposition. This form documents authorization for lost time, medical authorization to return to work, and any medical work limitations.

For nonoccupational illnesses (personal illnesses) that develop at work, personnel must notify their supervisor. The supervisor may send the sick employee home or have him/her report to the Concentra (or the VMC). Concentra (or VMC) personnel will complete a record of medical disposition. If appropriate, Concentra (or VMC) personnel may send the individual home and notify the supervisor.

After a work-related injury or illness, or after being away from work for more than five days on sick leave, all employees must report to the Concentra (or VMC) before returning to work. Concentra (or VMC) personnel will complete a record of medical disposition.

If a County employee's supervisor is concerned about fitness for duty or adverse work effects, the supervisor can request in writing that the Concentra (or VMC) perform an examination and provide recommendations for remedial measures. Appropriate sections of the County's Pay and Leave guidelines should also be consulted.

3.6 Medical Exams for Health and Safety Certification

Personnel who perform various special operations such as heavy equipment operation, aircraft operation, rescue operations, respirator use, explosives use, etc. need to have medical authorization to receive certification for these operations. The Concentra (or the VMC) provides authorization and medical examination for the specific occupational hazard in accordance with California Occupational Safety and Health Administration (Cal OSHA) or FAA regulations.

3.7 General Health Maintenance

Concentra (or VMC) provides comprehensive health-maintenance, multiphasic exams for employees. Periodic exams are determined by age, and general medical clinic services are available on an appointment basis.

3.8 Workers Compensation for County Employees

Santa Clara County medical expenses associated with work-related injuries and illnesses are covered under a program administered by the Department of Labor, Office of Workers Compensation Program (OWCP).

Until OWCP approves treatment, sick leave, annual leave, or leave without pay must be used to cover work absences. Accordingly, forms for disability and compensation must be submitted in a timely manner.

The principal forms for disability and compensation are the CA-1, CA-2 (Notice of Occupational Disease and Claim for Compensation), and CA-16.

All medical bills associated with County employee work-related injuries and illnesses must be sent to the human resources division.