WORKER’S COMPENSATION CLAIM PROCEDURES

1) Within 24 hours of knowledge an employee injury, the employer must provide a claim form (DWC) to the employee.

2) If the employee needs medical attention please refer the employee to:

   San Francisco General Hospital Occupational Health Service (SFOHS) Clinic
   Hours are from 7:30am to 4:30pm, Monday through Friday
   Clinic is located at SFGH, in Building 9, 2nd floor
   Telephone: (415) 206-8998

The facility is served by bus lines 9, 48, and 33.
Parking is available in the parking garage at 24th and Utah (enter from 24th Street).

Only those employees who have Pre-Designated their personal physicians for treatment of work related injuries in accordance with the procedures established by the City College Human Resources Department may be treated by their personal physicians.

3) The supervisor must fill out an Employer Report (5020) form immediately after learning about the injury.

4) Supervisors must turn in both the completed Employee’s claim form (DWC) and the Employer’s Report for proper processing to:

   Office of the Vice Chancellor of Finance and Administration
   Attn: Toni Lee
   33 Gough Street
   San Francisco, Ca. 94103

5) The City of San Francisco’s Division of Worker’s Compensation will accept or reject the claim within 90 days.

   • If the claim is ACCEPTED – Benefits are provided
   • If the claim is DENIED – Employee may file an application to appeal the claim.

* For more information or assistance contact - Toni Lee (415) 241-2234.

PLEASE NOTE * ALL DANGEROUS WORKPLACE CONDITIONS SHOULD BE REPORTED TO PETER GOLDSTEIN (415) 241-2229.