



RISK MANAGEMENT DEPARTMENT
STUDENT & ATHLETE INJURY PROCEDURES

On Campus Injury:

1. Send student/athlete to Health Office for initial treatment and physician referral.
2. Health Office and student will complete and retain a copy of the Anthem Blue Cross Claim form, HIPAA form and Billing Instructions. Student shall provide the medical facility with a copy of the claim form and billing instructions. **Immediately** forward all forms to Risk Management for processing with Student Insurance Agency.
3. **Work-Experience/Occupational Training** - Students who are enrolled in a course which is considered work-experience education or occupational training (i.e., nursing students; cosmetology students) is considered to be an employee of the District and shall complete and return Workers' Compensation Claim Forms to Risk Management (See Ed. Code §78249; CA. Labor Code §3368).
4. **Student Workers** – are considered employees of the District and shall complete and return Workers' Compensation Claim Forms to Risk Management.

Athletic Injury:

1. During sports season, student should report injury to Athletic Trainer for treatment and physician referral. During off-season, student should report to Health Services.
2. Trainer and student will complete and retain a copy of the Anthem Blue Cross Claim form, HIPAA form, and Billing Instructions. **Immediately** forward all forms to Risk Management for processing with Student Insurance Agency.

Field Trip Injury:

1. District employee supervising field trip will contact emergency response personnel.
2. District employee and/or student will report injury to Health Office upon return to campus. Health Office and student will complete claim forms and forward copies to Risk Management.

****STUDENTS COMPLETING STUDENT INJURY CLAIM FORMS SHOULD REFER TO BILLING INSTRUCTIONS IF THEY RECEIVE A BILL FROM MEDICAL PROVIDER.**



****F-1 STUDENTS (Athletes excluded) SHOULD FOLLOW INJURY PROCEDURES FROM HEALTH SERVICES AND INTERNATIONAL EDUCATION. PLEASE CONTACT THE INTERNATIONAL EDUCATION DEPARTMENT FOR ANY ADDITIONAL QUESTIONS REGARDING INTERNATIONAL STUDENT INJURIES.**

STUDENT INJURY EMERGENCY & NON- EMERGENCY MEDICAL FACILITY

UCLA Health Playa Marina

Walk-In Urgent Care Center
4560 Admiralty Way, #100
Marina Del Rey, CA 90292
(310) 827-3700

Emergency Medical Facility

Saint John's Medical Hospital
2121 Santa Monica Blvd.
Santa Monica, CA 90404
(310) 829-5511