

PROVIDE A COPY OF THIS NOTICE TO THE EMPLOYEE AT THE TIME OF INJURY

**NOTICE REGARDING WORKERS' COMPENSATION BENEFITS
WORKERS' COMPENSATION BENEFITS AND CLAIMS ARE ADMINISTERED BY:**

**Securis Insurance Pool, Inc.
P.O. Box 33037
Phoenix, AZ 85067
(888) 603-0144 (phone)
(602) 200-9600 (fax)
Policy No.: 2020-SIP-AZ-035**

Employees are to report any accidents **immediately** to their supervisor. The Supervisor will assist in filling out a report of injury. Any delay in reporting may delay workers' compensation benefits.

IN CASE OF EMERGENCY

I. Initial Medical Care / Reporting Injury

- The injured employee is to be taken to the authorized medical facility or to an emergency room, if necessary.

Authorized Facilities:

	Banner Thunderbird Clinic	Banner Estrella Clinic	Banner University Medical Center
Hours	Monday – Friday 7:00 am – 6:00 pm	Monday – Friday, 7:00 am – 6:00 pm	Monday – Friday 7:00 am – 6:00 pm Saturday – Sunday, 8:00 am – 4:00 pm
Address	Paseco Medical Plaza 5601 W. Eugie Ave, Ste. 213 Glendale, AZ 85304	Estrella Medical Plaza 1 9305 W. Thomas Rd, Ste. 235 Phoenix, AZ 85037	Edwards Medical Plaza 1300 N. 12 th St, Ste. 520 Phoenix, AZ 85006
Telephone	602-865-5618	623-327-4100	602-255-7520
Important Information	There are additional Banner Occupational Medical Centers located in Gilbert, Chandler, Casa Grande, and Phoenix. The locations above are the closest locations to Sun City.		

2. Follow Up Care / Reporting Process to Supervisor and Human Resources

Employees may be entitled to benefits when they are injured or become ill because of their jobs. These benefits include:

- **Medical Care** – All authorized medical expenses are fully covered for approved claims. If you need medical care, please go to the authorized medical facility listed above. If you have any questions about medical care visits, or changes in appointments please contact your claims adjuster.
- **Reporting Medical Progress** – You must keep your supervisor and Human Resources informed about all visits to the physician. You are required to bring documentation of your visits to the physician within 24 hours of the visit to HR. This information can also be emailed or faxed.
- **Light Duty** – If you are released to light duty, the release must be presented to Human Resources prior to performing any duties. The HR Department will coordinate all "Light Duty" assignments with the operations deputy chief. HR will advise your assigned department of your work restrictions. You will be contacted with light duty assignment details. You must wait for contact from your assigned department or HR before returning to work. You may be required to perform duties outside of your normally assigned department or work station. Please note that any light duty restrictions and/or instruction from the health care provider must be adhered to during work and non-work hours.
- **No Work Status/Off Duty** – If you are required by the physician to be on a "No Work Status/Off Duty," you must immediately present a written update from your physician to Human Resources following each visit. Please note that any light duty restrictions and/or instructions from the health care provider must be adhered to during work and non-work hours.
- **Return to Full Duty** – When the physician releases you for full duty, the release must be presented to Human Resources immediately and prior to your performance of any normally assigned duties.

NOTE – For those employees who work during the hours that the Human Resources Department is not available, any change in work status should be communicated to your supervisor and the notes should be forwarded to HR. HR will then confirm with your assigned department on the next working day.