

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** July 7, 2003
REFERENCE CODE: 2003-021

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Return-to-Work/Claims Coordinators
Workers' Compensation and Safety Officers

FROM: Department of Personnel Administration
Benefits Division

SUBJECT: "I've Just Been Injured on the Job, What Happens Now?" Revisions

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The purpose of this memorandum is to notify departments that the *I've Just Been Injured on the Job, What Happens Now?* brochure has been revised.

This will be the only Personnel Management Liaison sent notifying departments of revisions to the brochure. All future revisions will be incorporated into the brochure, and only the most recent version will be made available on the Web site. The revision date will appear in the lower left hand corner of the brochure.

It is recommended that departments provide this brochure to an injured employee at the time he or she is given the *Employee Claim for Workers' Compensation Benefits* form. Departments must complete the contact information section at the bottom of page two.

If you have any questions about this memorandum, please contact Shelby Wineinger, Workers' Compensation Program Trainer, at (916) 445-9760.

Terri Westbrook, Chief
Benefits Division