



**Special Announcement for All Employees**

**New Toll Free Hotline Numbers for All Incidents**

Summary: Find out the new reporting system for auto, general liability, property, and workers compensation incidents.

The new toll free hotline numbers make it **easier for you to report an incident**. You will be connected directly to UC Merced’s Claim Administrator, Sedgwick. Operators are available 24/7.

<b>Workers Compensation Incidents</b>  <b>1-877-682-7778</b>	<b>All Other Incidents</b>  <b>1-800-416-4029</b>
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**When should you call a hotline number?**

<b>Workers Compensation</b>	<b>All Other Incidents</b>
<ul style="list-style-type: none"> <li>• you suffer a work-related injury, experience a hazardous material exposure, or develop a work-related illness as a result of your UC Merced employment</li> </ul>	<ul style="list-style-type: none"> <li>• you are involved in an auto accident or incident while driving on university business</li> <li>• if you are injured be sure to call workers comp number to report injury as well.</li> <li>• Loss or damage to university property from any incident including theft.</li> </ul>

**How should you report it?**

<b>Workers Compensation</b>	<b>All Other Incidents</b>
<ul style="list-style-type: none"> <li>• Report all workers comp events <b><u>within 24 hours of occurrence</u></b></li> <li>• Notify your supervisor/manager</li> <li>• Obtain an Authorization for Medical Treatment (from your supervisor or Human Resources) if you need to see a doctor</li> <li>• <b><u>Call 1-877-682-7778</u></b></li> <li>• Identify yourself by campus, division and department name</li> </ul>	<ul style="list-style-type: none"> <li>• Report all incidents, injuries, accidents, damage <b><u>within 24 hours of occurrence</u></b></li> <li>• Notify your supervisor/manager</li> <li>• Gather as much information as possible (including photos)</li> <li>• <b><u>Call 1-800-416-4029</u></b></li> <li>• Identify yourself by campus, division and department name</li> </ul>

## What will Sedgwick do?

<b>Workers Compensation</b>	<b>All Other Incidents</b>
<ul style="list-style-type: none"><li>• Ask questions (about yourself, how, when, where, extent of injury, supervisor name, work location, about your job, Occupational Health Clinic (OHC)* or pre-designated physician, etc.)</li><li>• Investigate all incidents</li><li>• Contact all parties involved within 24 hours after you report the incident</li></ul>	<ul style="list-style-type: none"><li>• Ask questions (about yourself, how, when, where, extent of damage, witnesses, vehicle license #s, driver names, etc.)</li><li>• Investigate all incidents</li><li>• Contact all parties involved within 24 hours after you report the incident</li><li>• Determine the cause of the accident and document the extent of damage</li></ul>

### \*Occupational Health Clinics (OHCs)

- Merced:** Olivewood Meadows Occupational Health Clinic or Castle Urgent Care or Mercy Urgent Care  
**Fresno:** Palm Medical Group  
**Modesto:** California Occupational Physicians or Sutter Gould Medical Foundation





### Remember:

- **Do not delay** in reporting incidents to Sedgwick. Immediate notification is critical to the investigation and has financial implications for the University.

### Questions?

- Workers Compensation incidents: Janis Patten [jpatten@ucmerced.edu](mailto:jpatten@ucmerced.edu) 228-4163
- All other incidents: Carol Castillo [ccastillo22@ucmerced.edu](mailto:ccastillo22@ucmerced.edu) 228-4763

## **Detach and Save this wallet card**

<p><b>To Report a Workers' Compensation Incident</b></p>  <p><b>1-877-682-7778</b></p>  <p>Sedgwick CMS</p>	<p><b>To Report Auto, Property and all other Incidents</b></p>  <p><b>1-800-416-4029</b></p>  <p>Sedgwick CMS</p>
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