

CAREER INSTITUTE

Specializing in Career, Education and Life Planning

www.cinow.org

Workers Compensation Instructions:

1. Please make sure all youth understand they must notify their supervisor immediately after the injury.
2. Once the supervisor has been notified, youth must call their Career Mentor or Career Institute office.
*Please make sure each participant has your phone number or the office phone number, if not both.
3. The Career Mentor needs to notify Teresa Taylor at (909) 731-8238 **immediately** after claim has been reported by the youth.
4. The Career Mentor is must go to the worksite and meet with the injured youth to evaluate the situation and observe the injury that is being claimed.
5. Refer youth to an approved medical provider if needed. The injured youth can not go to any doctor to please get the approved list of providers following these steps:
 - ⇒ Go to www.scif.com
 - ⇒ Click the 'Employers' tab
 - ⇒ Select MEDfinder MPN: Find a Provider
 - ⇒ Start your search now
 - ⇒ Enter in the zip code where the youth resides
 - ⇒ Select either an individual provider or hospital
 - ⇒ Search
6. Career Mentor is to complete a Workers Comp Claim form found on cinow.org website listed under the "Employer's Role" tab
7. Please fax all documents to the Rancho office and Megan Mathe will complete the claims process.
8. The Career Mentor should keep in contact with youth and take meticulous notes on all communication.

* All injuries **must** be reported within 24 hours.



High Desert
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Lake Arrowhead
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Rancho Cucamonga
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