ACCIDENT / ILLNESS RESPONSE FLOW CHART

EMERGENCY

CALL 911. Request paramedics, and state which campus and the exact location of the incident.

COMPLETE THE CONFIDENTIAL SCHOOL ACCIDENT FORM. LOCATED ON THE BUSINESS SUPPORT SERVICES COLLEGE FORMS SITE. (SEE BELOW HOW TO ACCESS THE ELECTRONIC DOCUMENTS) FORWARD THE COMPLETED FORM TO CINDY SMITH IN RISK SERVICES – G4. DO NOT GIVE A COPY TO ANYONE ELSE.

YES

IS INJURY LIFE THREATENING

NO

FIRST AID

STUDENT/official visitor does not have private medical insurance, or has Medi-Cal, Medicare, TriCare or Champus, - direct them to student health services, within 72 hours, to complete a student accident insurance claim form.

NOTE: Student Accident Insurance has a $50 deductible due at the end of treatment. The deductible for athletes may differ, check with Athletics.

TREATMENT FOR STUDENT ACCIDENT INSURANCE MUST BE RENDERED BY AN ANTHEM BLUE CROSS PROVIDER FOR MAXIMUM COVERAGE. NON-EMERGENCY PROVIDERS CAN BE LOCATED AT STUDENTINSURANCEAGENCY.COM, WWW.STUDENTINSURANCE.COM OR BY CALLING 1-310-826-5688.

OTHER EMPLOYEE GROUPS

FEDERAL WORK STUDY STUDENTS:

IF INJURED DURING PAID WORK HOURS – CALL RISK SERVICES (4038). OBTAIN AN “EMPLOYEE INFORMATION PACKET.” COMPLETE THE FORMS AND RETURN THEM TO RISK SERVICES IMMEDIATELY.

WORK EXPERIENCE STUDENTS AT NON-PAID WORK LOCATION:

CALL RISK SERVICES (4038) TO OBTAIN AN “EMPLOYEE INFORMATION PACKET.” COMPLETE THE FORMS AND RETURN THEM TO RISK SERVICES IMMEDIATELY.

HEALTH & TECHNOLOGY STUDENTS:

IN CLASS – STUDENT ACCIDENT INSURANCE APPLIES

AT CLINICAL SITE – CALL RISK SERVICES (4038) TO OBTAIN AN “EMPLOYEE INFORMATION PACKET.” COMPLETE THE FORMS AND RETURN THEM TO RISK SERVICES IMMEDIATELY.

S & B / BARNES & NOBLE EMPLOYEES:

REFER TO THEIR SUPERVISOR IMMEDIATELY.

FOUNDATION EMPLOYEES:

REFER TO FOUNDATION OFFICE (4490).

STUDENT HEALTH SERVICES

OPEN

IF THE INJURY IS NOT AN EMERGENCY, BUT DUE TO THE NATURE OF THE INJURY, THE STUDENT IS UNABLE TO TRANSPORT THEMSELVES, CALL LBPD COLLEGE UNIT DISPATCH (4910) TO REQUEST AN ESCORT TO STUDENT HEALTH SERVICES A1010 AT LAC (4210) OR GG117 AT PCC (3992), (BE SURE STUDENT HEALTH SERVICES IS OPEN PRIOR TO CALLING LBPD COLLEGE UNIT DISPATCH, LAC 4210; PCC 3992)

STUDENT HEALTH SERVICES WILL:

1) ASSESS THE INJURY, TREAT AND REFER.

2) COMPLETE “CONFIDENTIAL SCHOOL ACCIDENT/INCIDENT REPORT” - OR -

3) PROVIDE “WORKERS’ COMPENSATION EMPLOYEE INFORMATION PACKET” TO DISTRICT EMPLOYEES.

STUDENT/official visitor has private medical insurance, that coverage is primary. Follow procedures provided by your insurance carrier.

DISTRICT EMPLOYEES INJURED AT WORK:

CONTACT RISK SERVICES (4038) TO OBTAIN AN “EMPLOYEE INFORMATION PACKET.” COMPLETE THE FORMS AND RETURN TO RISK SERVICES IMMEDIATELY. (SEE BELOW HOW TO ACCESS THE ELECTRONIC DOCUMENTS)

INCLUDES: Full-time/part-time faculty and staff, LTE, student assistants, federal work study students, Health Sciences clinical students while at the clinical site. Treatment facilities are listed in the “Employee Information Packet.”

NOTE: All extensions begin with (562) 938-####

Access to Electronic Documents:

-Go to lbcc.edu

-Click on “Faculty & Staff”

-Click on “College Form” - scroll to “Business Support Services,”

-Click on “Display Forms” - scroll down to the desired form

STUDENT INSURANCE EMERGENCY PROVIDERS

LAKewood REGIONAL MEDICAL CENTER

3700 EAST SOUTH STREET

CA 90712

(562) 531-2550

Long Beach memorial medical ctr

2801 ATLANTIC AVENUE

Long Beach, CA 90806

(562) 933-2000

St. Mary Medical Center

1050 LINDEN AVENUE LAKewood,

Long Beach, CA 90813

(562) 491-9000

LBM COMMUNITY HOSPITAL LB

1720 Termino Avenue

Long Beach, CA 90804

(562) 933-

If you have any questions, do not hesitate to contact: Risk Services – (562) 938-4038, Mail Code G4

Student Health Services: LAC – (562) 938-4210, Mail Code R19; PCC – (562) 938-3992, Mail Code PCC

12.2016