**Workers’ Compensation Injury Procedures**



**Hire Up Branch Office Locations**

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| Fresno | Visalia | Merced | Modesto | Bakersfield |
| 155 E. Shaw Ave., #108Fresno, CA 93710(559) 579-1331 | 1736 S. Central St., Suite BVisalia, CA 93277(559) 334-3454 | 1820 P StreetMerced, CA 95340(209) 213-5636 | 1150 9th Street, Suite CModesto, CA 95354(209) 213-5636 | 5000 California Ave., Suite 204Bakersfield, CA 93309(661) 379-8807 |

At Hire Up Staffing, the ongoing safety of our employees is of primary importance.

**Incident Procedures:**

* If you are ever involved in any incident that results in personal injury or damage to property to yourself or others, no matter how small, please report the incident immediately to your Hire Up Recruiting Manager at your local branch. If the branch is closed, please choose option #2 on the main voicemail to connect with the emergency line.
* For non-emergent injuries occurring during normal business hours, your Hire Up Manager will have you come to your local branch office to complete required claims paperwork and get directions to the nearest treatment clinic.
* For emergency injuries that occur after normal business hours, please seek medical treatment immediately when needed, and then report the injury to your Hire Up Recruiting Manager as soon as possible to complete the claims paperwork.
* After initial treatment, make sure to keep any required follow up appointments needed until discharged.

Our workers’ compensation insurance carrier, State Compensation Insurance Fund, has a website directory of in-network healthcare providers available to treat on-the-job injuries. Please visit the website <https://search.harborsys.com/statefund#Search> to see a list of providers in your area.

Kaiser Permanente is a preferred provider since they have urgent care, emergency room after hours and all specialties available in house.

Here’s a list of workers’ comp injury healthcare providers from the website above for quick reference.

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| Fresno | Visalia | Merced | Modesto | Bakersfield |
| **Kaiser On-The-Job Occupational Health***Workers’ Comp/Urgent Care Services*7300 N. Fresno Street, Oak 1 BuildingFresno, CA 93720(559) 448-4886Hours:8:00 am – 12:30 pm and 1:30 pm – 5:30 pmMonday - Friday | **Valley Industrial & Family Medical Group***Workers’ Comp/Urgent Care Services*225 S. Chinowth StreetVisalia, CA 93291(559) 627-3222Hours:7:30 am – 6:00 pmMonday - Friday | **Olivewood Meadows Occupational Health Center***Workers’ Comp/Urgent Care Services*374 W. Olive Ave. #AMerced, CA 95348(209) 205-1001Hours:8:00 am – 5:00 pmMonday – Friday | **Kaiser On-The-Job Occupational Health***Workers’ Comp/Urgent Care Services*4601 Dale Rd., Fl 4Modesto, CA 95356(209) 735-4100Hours:8:30 am – 5:30 pmMonday - Friday | **Kaiser On-The-Job Occupational Health***Workers’ Comp/Urgent Care Services*3501 Stockdale Hwy.Bakersfield, CA 93309(661) 398-3813Hours:8:00 am – 5:00 pmMonday - Friday |

***~ Please contact your local branch office directly with any questions. Thank you! ~***