

WORKERS' COMPENSATION INJURY PROCEDURES



HIRE UP BRANCH OFFICE LOCATIONS

| Fresno | Visalia | Modesto | Pleasanton | Bakersfield | San Diego |
|--|---|---|---|---|--|
| 321 E. Herndon Suite, #101 Fresno, CA 93720 (559) 579-1331 | 1736 S. Central St., Suite B Visalia, CA 93277 (559) 334-3454 | 1150 9th Street, Suite C Modesto, CA 95354 (209) 213-5636 | 6601 Owens Drive, Suite 231 Pleasanton, CA 94588 (669)-213-0149 | 5000 California Ave, Suite 204 Bakersfield, CA 93309 (661) 379-8807 | 9640 Granite Ridge Dr. Suite 100 San Diego, CA. 92123 (858)-251-1547 |

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

Incident Procedures:

- ✓ If ever an injury is reported to you by a client or temporary worker, no matter how small, please report the incident immediately to HR in the Corporate office.
- ✓ For non-emergent injuries occurring during normal business hours, we will have the injured come to your local branch office to complete required claims paperwork and get directions to the nearest treatment clinic, or the Hire Up Recruiting Manger can take these onsite to the client facility.
- ✓ For emergency injuries that occur after normal business hours, please have the injured seek medical treatment immediately when needed, and then report the injury to HR in the Corporate office as soon as possible to complete the claims paperwork.
- ✓ After initial treatment, the injured is to make sure to keep any required follow up appointments needed until discharged.

The below medical facilities are the preferred provider since they are in our contracted network with AMTRUST and they have emergency urgent care, all specialties available in house. Should an injury occur outside of these hours, please send the injured to the nearest Hospital/ER for immediate treatment and HR will follow up during the next business day.

We also have a 24-hour 7 day a week [Nurse Triage Line](#) that is available to our employees should an injury occur and a Hire Up staff member is not available. Please direct the injured to this line in those circumstances, **1-833-385-1317** they can start the claim and direct that individual to the proper care facility.

Here's a list of workers' comp injury healthcare providers from our contracted network.

| Fresno | Visalia | Modesto | Pleasanton (East Bay) | Bakersfield | San Diego |
|---|--|--|--|---|--|
| Kaiser On-The-Job Occupational Health <i>Workers' Comp & Urgent Care Services</i> | Valley Industrial & Family Medical Group <i>Workers' Comp & Urgent Care Services</i> | Kaiser Occupational Health <i>Workers' Comp & Urgent Care Services</i> | Express Medicine Urgent Care <i>Workers' Comp & Urgent Care Services</i> | Central Valley Occupational Medical <i>Workers' Comp & Urgent Care Services</i> | Workpartners OHS <i>Workers' Comp & Urgent Care Services</i> |
| 7300 N. Fresno Street, Oak 1 Building Fresno, CA 93720 (559) 448-4886 | 225 S. Chinowth Street Visalia, CA 93291 (559) 627-3222 | 4601 Dale Road Modesto, CA 95356 (209) 735-4100 | 5700 Stoneridge Dr. Suite 401. Pleasanton, CA 94588 (925) 915-9530 | 4100 Truxtun #200 Bakersfield, CA 93309 (661) 632-1540 | 7485 Mission Valley Rd Ste 100 San Diego, CA 92108 (619) 900-1330 |
| Hours: 8:00 am – 12:30 pm 1:30 pm – 5:30 pm Monday - Friday | Hours: 7:30 am – 6:00 pm Monday - Friday | Hours: 9:00 am – 5:00 pm Monday – Friday | Hours: 8:30 am – 5:00 pm Monday - Friday | Hours: 7:30 am – 5:30 pm Monday - Friday | Hours: 8:30 am – 5:00 pm Monday - Friday |

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HIRE UP BRANCH OFFICE LOCATIONS

| Houston | Dallas | Austin |
|--|---|---|
| 7026 Old Katy Road Suite 225 Houston, TX 77024 (281) 800-9124 | 1000 Texan Trail Suite 100 Grapevine, TX 76051 (469) 420-5255 | 9430 Research Blvd. Echelon 1, Suite 100 Austin, TX 78731 (512) 647-1487 |

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| Houston | Dallas | Austin |
|--|---|---|
| Concentra Medical Center <i>Workers' Comp & Urgent Care Services</i> <i>(Any Concentra is approved in the network)</i> 9200 Hempstead Highway Suite 137 Houston, TX 77008 (713)-880-9800 Hours: 8:00 am – 12:30 pm 1:30 pm – 5:30 pm Monday - Friday | Concentra Medical Center <i>Workers' Comp & Urgent Care Services</i> <i>(Any Concentra is approved in the network)</i> 5910 N. Macarthur Blvd Suite 133 Irving, TX 75039 (972-554-8494) Hours: 8:00 am – 12:30 pm 1:30 pm – 5:30 pm Monday - Friday | Concentra Medical Center <i>Workers' Comp & Urgent Care Services</i> <i>(Any Concentra is approved in the network)</i> 3801 S. Lamar Blvd. Building A Austin, TX 78704 (512-447-9661) Hours: 8:00 am – 12:30 pm 1:30 pm – 5:30 pm Monday - Friday |