

To: All Employees  
From: Human Resources

**Re: Third Party Administrator for Workers' Compensation and Form to Pre-Designate Your Personal Physician**

The district is a member of the *Northern California Community College Self Insurance Agency* (NCCC SIA) for Workers' Compensation Coverage. As a result, attached are the required forms for pre-designating a personal physician to provide treatment for injuries that occur on the job through our Third Party Administrator, Keenan & Associates.

If you wish to designate a personal physician to treat you in the event of a workers' compensation injury, please complete the attached Physician Pre-Designation form. This form must be signed by you **AND** your personal physician and submitted to Fiscal Services, Benefits Office, **BEFORE** an injury occurs, to be valid.

Please be advised that if you **DO NOT** wish to pre-designate a treating physician, you must seek treatment at the employer's designated facility for the first 30 days of your claim. In the event you have selected a new personal physician, but wish to seek treatment at the employer's designated facility, you may do so.

A pre-designated personal physician **MUST** meet **ALL** of the following requirements found in Labor Code Section 4600 (d) (1):

1. The personal physician you select must be your "regular physician and/or surgeon" who has your medical record file and history.
2. The physician must have previously directed your medical treatment.
3. The physician you select **MUST** agree to being pre-designated by you.

If you wish to designate a personal physician to treat you in the event of a workers' compensation injury, please complete the **Physician Pre-Designation form** and have your pre-designated physician complete and sign the *Personal Physician Acknowledgement*. **Please return the form to Human Resources.**

If you have any questions, please contact Human Resources, [hrc@marin.edu](mailto:hrc@marin.edu).