

## Summary of Mandated Worker's Compensation Notices for New Hires

### MPN Hew Hire Letter:

- State mandated notice used to inform all new employees PG&E has a Medical Provider Network (MPN).
- If an employee does not pre-designate a medical doctor, they will be required to select a treating physician from the MPN to provide medical treatment in the event of industrial injury.

### Workers' Compensation New Hire Pamphlets – Predesignation:

- State mandated pamphlet containing important information about workers' compensation benefits.
- Employees can use the form to pre-designate a medical doctor or a chiropractor (but not both) to be their Primary Treating Physician (PTP) in the event they suffer a work related injury.
- In order to pre-designate medical physician each employee must complete the pre-designation form included in the pamphlet. Employees should contact the PTP to ensure the doctor is willing to be the PTP in the event the employee suffers a work related injury (many doctors do not handle workers' compensation claims).
- Although the pre-designation form has a line for the pre-designated PTP to sign and agree to act as the PTP, there is no requirement the physician do so. However, it is in the employee's best interest to know if the PTP they wish to pre-designate is willing to act as the PTP if the employee suffers a work-related injury.
- Employees may pre-designate a Chiropractor or an Acupuncturist. However if an employee pre-designates a Chiropractor or Acupuncturist they must first be seen by a medical physician in the MPN before they can begin treating with their pre-designated Chiropractor or Acupuncturist.
- Pre-designation is limited to one physician (i.e. employee cannot pre-designate both a medical doctor and a chiropractor).
- Completed pre-designation forms should be given to the employee's supervisor. **The forms should be transmitted to the HR Service Center via facsimile to 925-279-2879. Records may also be sent via e-mail to HR Employee Records ([HRAppointments@pge.com](mailto:HRAppointments@pge.com)).**
- PG&E is self-insured and self-administered for workers' compensation benefits. The claims are handled by the workers' compensation team in HR Workforce Health. The pamphlet has PG&E specific information about how to contact the workers' compensation department at PG&E. The information includes the mailing address and the helpline number for the workers' compensation department.
- The pamphlet also instructs employees what to do if they want to report a work injury (report the injury to their supervisor and call the 24/7 Nurse Report Line. The pamphlet has the telephone number employees are required to call to report a work related injury.