

BULLETIN

NO.: 14-051
DATE: April 1, 2014
TO: All Fire Department Employees
FROM: Ken Barnes, Assistant Fire Chief, Support Services
SUBJECT: Job-Related Medical Appointments While On-Duty

Per City policy all employees must schedule job-related medical appointments while on-duty in order to receive regular compensation for time spent at the appointment. **Employees will not be compensated if they choose to schedule a job-related medical appointment off-duty**, but are eligible for mileage reimbursement.

Employees who are being treated for an industrial injury must consult with their supervisors to ensure the on-duty appointments do not interfere with other activities such as In-Service Training, mandatory physicals, and multi-company drills.

Employees who attend job-related medical appointments are reminded to adhere to the following procedures for each appointment:

- Take a Medical Status Report for Occupational Injury or Illness form (RM-1634) to every appointment;
- Have the medical office staff stamp the time of arrival and release on the form;
- Employees are allotted 30 minutes travel time to/from each scheduled visit;
- Have the medical staff complete the form to indicate the medical status and work restrictions, if any, for all appointments (except those for physical therapy);
- Fax the RM-1634 to Human Resources at **619-533-4376** at the completion of the appointment, this is critical if there is a work status change;
- Complete a monthly medical mileage expense form if using your private vehicle (send to Risk Management, MS-51B, for processing). Blank copies are available on the "S" drive under FORMS/Blank Forms/Worker's Compensation/Medical mileage expense form.

For those employees attending job-related physical therapy/acupuncture appointments:

- Up to six physical therapy visits may be documented on one RM-1634 before submitting to HR.
- Employees are expected to return to duty after appointments when feasible.
- Employees must keep their supervisors informed of the appointment and needed time off.

All completed Medical Status reports need to be sent to Human Resources as soon as possible after the appointment.

If you have any questions, please call Addy Zertuché at 619-533-4360.