

**Naval Medical Center San Diego
Occupational Health Department**

GUIDELINES FOR INJURY AND ILLNESS CARE FOR CIVILIAN EMPLOYEES

- In case of an emergency, access the emergency medical system by dialing 9-911.
- Injured employees can be seen on a walk-in basis during normal working hours. After normal working hours, employees should go to their private medical provider or urgent care clinic.
- Treatment will be provided to the extent available at the occupational health clinic. Care that is outside of our scope of care will be referred to their provider of choice.
- Employees with injuries or illnesses that occurred over 24 hours prior are asked to schedule an appointment to be seen.
- All employees must bring a [Dispensary Permit \(OPNAV 5100/9\)](#), signed by their supervisor. (A faxed copy is acceptable). We will complete the bottom portion of this form indicating any work restrictions and date of follow-up if applicable.
- All employees who have sustained an occupational injury are to return through our clinics for a return to work evaluation. If their private physician has followed them, they should bring documentation of their treatment, and recommendations for duty status. A federal medical officer or someone designated on their behalf makes the final recommendation to management on any work restrictions or return to full duty.
- Non-occupational problems are not routinely treated. Any care provided for non-occupational injury or illness will be billed to the patient's private medical insurance.
- Questions regarding filing Worker's Compensation claims can be addressed to the [Navy Region Southwest, Injury Compensation Office](#) at (619) 532-2746.