

| Action | Date completed |
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| <p>Initiate a Workers' Comp claim by calling CorVel at the following number: 1-833-202-5216</p> <p>If you are missing work due to WC injury, you must also call in a disability claim to MetLife at 833-622-0139.</p> <p>Failure to call CorVel may disrupt pay.</p> | |
| <p>If you are not receiving disability pay or not receiving enough pay to continue paying for your benefit premiums, contact HR Service Center at 213-821-8100 to make payment arrangements.</p> <p>Non-payment will result in cancellation of benefits after 60 days.</p> | |
| <p>Contact departments for which you wish to remove a payroll deduction (e.g., contact Transportation to remove your parking permit deduction).</p> | |
| <p>Complete and return the claims packet to CorVel.</p> | |
| <p>Have your physician faxe the Physician's Certification form to CorVel at 866-402-1168.</p> | |
| <p>Provide CorVel and your HR Partner with work status reports, including your return to work date when available; if both are not notified, pay may be disrupted.</p> | |
| <p>Provide CorVel with your timecard at the end of every pay period (if you are on a reduced or modified work schedule).</p> | |