



**COUNTY OF ALAMEDA  
PRE-DESIGNATION OF PERSONAL PHYSICIAN**

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.) or doctor of osteopathic medicine (D.O.) if:

- Your employer offers group health coverage;
- The doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- Your “personal physician” may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominately for non-occupational illness and injuries;
- Prior to the injury your doctor agrees to treat you for work injuries or illnesses; and
- Prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor’s name and business address.

You may use this form to notify the County if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

**NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN**

**Employee: Complete this section.**

Employee’s Name: \_\_\_\_\_

Employee’s Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

If I have a work-related injury or illness, I choose to be treated by:

\_\_\_\_\_  
Name of doctor

\_\_\_\_\_  
Street Address, City, State, ZIP Telephone number

Check here if you do not wish to pre-designate at this time

**Physician: Complete this section.**

I agree to this pre-designation. \_\_\_\_\_  
(Physician or Designated Employee of the Physician) Date

The physician is not required to sign this form; however, if the physician or designated employee of the physician does not sign, other documentation of the physician’s agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, §9780.1(a)(3).

**EMPLOYEE:** This form must be returned to your department’s personnel office or personnel officer.

**DEPARTMENT:** Place this in the employee file. If a workers’ compensation claim is filed, please send a copy of this form along with the DWC-1, 5020, and Supervisor’s Report of Injury to the third party administrator.

(Modified DWC FORM 9783; Revised 11/2010)



**COUNTY OF ALAMEDA**  
**Pre-Designation of Personal Physician**  
**Frequently Asked Questions**

**What does pre-designation mean?**

State law gives you the right to be treated by your personal physician for an industrial injury, from the date of injury, if you have notified your employer in writing prior to the date of the injury.

**What happens if I do not pre-designate?**

Medical treatment will be provided by a physician that you select from the list of County approved/designated physicians. If you receive medical treatment for an industrial injury within the first thirty (30) days of reporting the injury from a physician who, 1) is not your pre-designated physician or, 2) is not a County-approved/designated physician, the treatment may be considered unauthorized and you will be responsible for the costs incurred.

**Who may I pre-designate as my personal physician?**

Per Labor Code, a "personal physician" must:

- Be a doctor of medicine (M.D.) or a doctor of osteopathy (D.O.);
- Be your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records. This includes a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates as an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illness and injuries;
- Prior to the injury, agree to treat you for work related injuries or illnesses consistent with State-approved or ACOEM guidelines;
- Bill the medical service in accordance with the California Official Medical Fee Schedule
- Complete the Pre-Designation of Personal Physician form prior to the injury;

**Who will treat me if my industrial injury is a medical emergency?**

As your employer, the County is obligated to see that you get immediate medical treatment in an emergency from the closest available source. You have the right to be treated by your pre-designated personal physician after emergency care is no longer medically required.

**Suppose I change personal physicians sometime in the future due to a change of health plans, how do I up-date my pre-designation information?**

If you need to change the name of the physician or medical service that you pre-designated, simply fill out another pre-designation form and send it to your department/agency personnel administrator. Be sure you sign and date the new form.

**Once I am under a physician's care for an industrial injury, can I change treating physicians?**

Yes, state law entitles you to request and be granted a change of treating physicians. You can exercise this option at any point thirty (30) days after reporting the injury to the County. You must advise the County's Workers' Compensation Third Party Administrator in advance of making the change.

**NOTE:** Referral by your primary treating physician to a specialist (e.g., orthopedist, neurologist) is not considered a change of treating physician.

If you have any questions, please contact your department Workers' Compensation liaison, personnel officer or the County Workers' Compensation Administrator at (510) 272-3646, tie line 23646.

(Revised 11/2010)

## **LABOR CODE SECTION 4600(d)**

- (1) If an employee has notified his or her employer in writing prior to the date of injury that he or she has a personal physician, the employee shall have the right to be treated by that physician from the date of injury if either of the following conditions exist:
  - (A) The employer provides non-occupational group health coverage in a health care service plan, licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code.
  - (B) The employer provides non-occupational health coverage in a group health plan or a group health insurance policy as described in Section 4616.7.
  
- (2) For purposes of paragraph (1), a personal physician shall meet all of the following conditions:
  - (A) Be the employee's regular physician and surgeon, licensed pursuant to Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code.
  - (B) Be the employee's primary care physician and has previously directed the medical treatment of the employee, and who retains the employee's medical records, including his or her medical history. "Personal physician" includes a medical group, if the medical group is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries.
  - (C) The physician agrees to be pre-designated.
  
- (3) If the employer provides non-occupational health care pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code, and the employer is notified pursuant to paragraph (1), all medical treatment, utilization review of medical treatment, access to medical treatment, and other medical treatment issues shall be governed by Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code. Disputes regarding the provision of medical treatment shall be resolved pursuant to Article 5.55 (commencing with Section 1374.30) of Chapter 2.2 of Division 2 of the Health and Safety Code.
  
- (4) If the employer provides non-occupational health care, as described in Section 4616.7, all medical treatment, utilization review of medical treatment, access to medical treatment, and other medical treatment issues shall be governed by the applicable provisions of the Insurance Code.
  
- (5) The insurer may require prior authorization of any non-emergency treatment or diagnostic service and may conduct reasonably necessary utilization review pursuant to Section 4610.
  
- (6) An employee shall be entitled to all medically appropriate referrals by the personal physician to other physicians or medical providers within the non-occupational health care plan. An employee shall be entitled to treatment by physicians or other medical providers outside of the non-occupational health care plan pursuant to standards established in Article 5 (commencing with Section 1367) of Chapter 2.2 of Division 2 of the Health and Safety Code.

(Revised 9/2010)