

## Instructions Regarding the Occupational Health Permit

Per MCIEAST-MCB CAMLEJO 5100.8, MCIEAST-MCB CAMLEJ DoD civilian employees are required to immediately report all on-duty injuries and occupational illnesses to their supervisor. Those personnel who desire non-emergency medical attention may choose to see a private medical provider, but are highly encouraged to seek treatment at the NMCCCL Occupational Health Clinic (Bldg. 65). This includes treatment for first aid cases.

In order to be seen at the Occupational Health Clinic (Bldg. 65), employees should request their supervisor provide an Occupational Health Permit (Form MCBCL 5100/3) to the injured employee who needs treatment. Employees will not be permitted to visit the Occupational Health Clinic without having obtained an Occupational Health Permit, except when necessary to avoid delay in treatment or to the detriment of an employee. In this case, an Occupational Health Permit may be completed after the patient has been discharged from the clinic. In case of an emergency, the employee(s) should be given emergency first-aid treatment or the medical attention required to prevent loss of life or limb or to relieve suffering until placed under the care of a physician.

The following instructions regarding the preparation and disposition of an Occupational Health Permit apply:

1. The supervisor will complete Section I of the Occupational Health Permit in its entirety. Supervisors should make every effort to determine whether an injury or physical disability is occupational before checking the "Questionable" block.
2. The supervisor will call the Occupational Health Clinic (451-2181, 451-3548, or 451- 0971) to schedule an appointment unless the injury or physical disability is considered an emergency. If it is an emergency, the employee will be seen at the Naval Hospital Emergency Department.
3. Once Section I of the Occupational Health Permit is completed by the supervisor and the appointment is scheduled, the injured employee will take the Occupational Health Permit to the Occupational Health Clinic at the time of their appointment. This will help in the notification of all civilian employee injuries without bypassing the supervisor.
4. Again, employees have the right to be seen by a private medical provider of their choice, but are highly encouraged to be seen at the Occupational Health Clinic for immediate care, which will help to contain cost to the command and provide more accurate tracking of occupational injuries and illnesses by the MCIEAST-MCB CAMLEJ Safety Department. Employees exercising this right will be required to submit all disposition paperwork from their private medical provider to the Occupational Health Clinic. The Occupational Health Permit, with Section I completed by the employee's supervisor, and disposition paperwork from the employee's private medical provider will then be reviewed by the Occupational Health Clinic by appointment only.
5. Disposition of work-related injured employees will be determined by a medical provider on the Occupational Health Permit. If the employee wishes to file a claim with the Office of Workers Compensation Programs (OWCP), the employee will use the form(s) required by the OWCP.
6. The Occupational Health Permit will be reviewed and screened by the MCIEAST-MCB CAMLEJ Safety Department (Mishap Investigation Program Manager) for occupational injuries and illnesses that may not have been reported in ESAMS by the injured employee's supervisor in accordance with the MCIEAST-MCB CAMLEJO 5100.8.