**Instructions for Employees:**

**When Injury Occurs:**
1. Report the injury to your supervisor as soon as the injury occurs. Employees have 30 days to report an injury to their supervisor. Your supervisor will then complete a 1st Report of Injury and submit it to the Human Resources Office.
2. If you need to seek medical attention contact the Human Resources Office. If the injury occurs after hours and it is an emergency you should go to the emergency room.
3. The University cannot specify or provide a list of Worker’s Compensation doctors to you. Employees seeking medical attention have the following options of:
   - Contact their family physician to see if they accept Workers Compensation.
   - Contact a physician that accepts Workers Compensation.
     - Some doctors who take Worker’s Compensation want the claim number or Risk Management’s phone number before they will provide care to you.
   - If no other alternative is available and you need medical attention. Go to the emergency room.

If you are injured after normal working hours when Human Resources and Risk Management offices are closed, go to the emergency room for emergency situations. If you can wait until the next business day to get medical attention you should wait until Risk Management provides a claim number or seek medical attention at a doctor’s office that does not require a claim number before they provide care.

**After Seeking Medical Attention:**
1. After you seek medical attention, your doctor will provide Human Resources a Work Status Report. This will let your department supervisor know whether you are released to return to work and if so with or without restrictions. You will not be allowed to return to work without a medical release. Your supervisor will then review the Work Status Report to determine whether or not they have a job for you that meets your restrictions. If they have work in line with your restrictions you will be asked to sign a letter indicating what those restrictions are and how long they last.
2. If your department cannot work with the restrictions and no other accommodations can be made in the department, you will then be asked to sign a letter indicating we do not have work for you and it will be forwarded to Risk Management.