Instructions for Supervisors:

When Injury Occurs:
2. Fax the 1st Report of Injury along with the Fax Cover Sheet indicating whether or not the employee needs to seek medical attention and whether he/she missed work due to the injury. Fax number 825-5871.
3. Have the employee contact Human Resources if they need to seek medical attention. If the injury occurs after hours and it is an emergency, he/she should go to the emergency room.
4. The University cannot specify or provide a list of Worker’s Compensation doctors to employees.

Employees seeking medical attention have the following options of:
5. Contacting their family physician to see if they accept Workers Compensation.
6. Contacting a physician that accepts Workers Compensation.
   i. Some doctors who take Worker’s Compensation need to be provided the claim number or Risk Management’s phone number before they will provide care for the employee.
7. If no other alternative is available and the employee needs medical attention, the employee is instructed to go to the emergency room.
8. If an employee is injured after normal working hours when Human Resources and Risk Management offices are closed, the employee should be directed to the emergency room for emergency situations. If the employee can wait until the next business day to get medical attention he or she 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 Employee Seeks Medical Attention:
1. After the employee seeks medical attention, his/her doctor will provide Human Resources a Work Status Report. This will tell the department supervisor whether the employee is released to return to work, and if so with or without restrictions. The employee should not be allowed to return to work without a medical release. If the Work Status Report has restrictions the department needs to determine whether or not they can work with the restrictions. If the department finds they can work with the restrictions, Human Resources will provide them a letter to give to the employee that indicates the restrictions and the duration of the restrictions. The employee will sign the form and return it to the Human Resources Office. The form is then forwarded to Risk Management. A new Work Status Report will be required when the duration for the previous Work Status Report has ended.
2. If the employee misses additional days Human Resources should be notified.
3. If the department can not work with the restrictions and no other accommodations can be made in the department, the supervisor should contact Human Resources. Human Resources will then provide the department a letter indicating we do not have work available for the employee while he/she is on restricted duty. The letter then is forwarded to Risk Management.

*You should follow up with your employee on a regular basis to check their status.*