

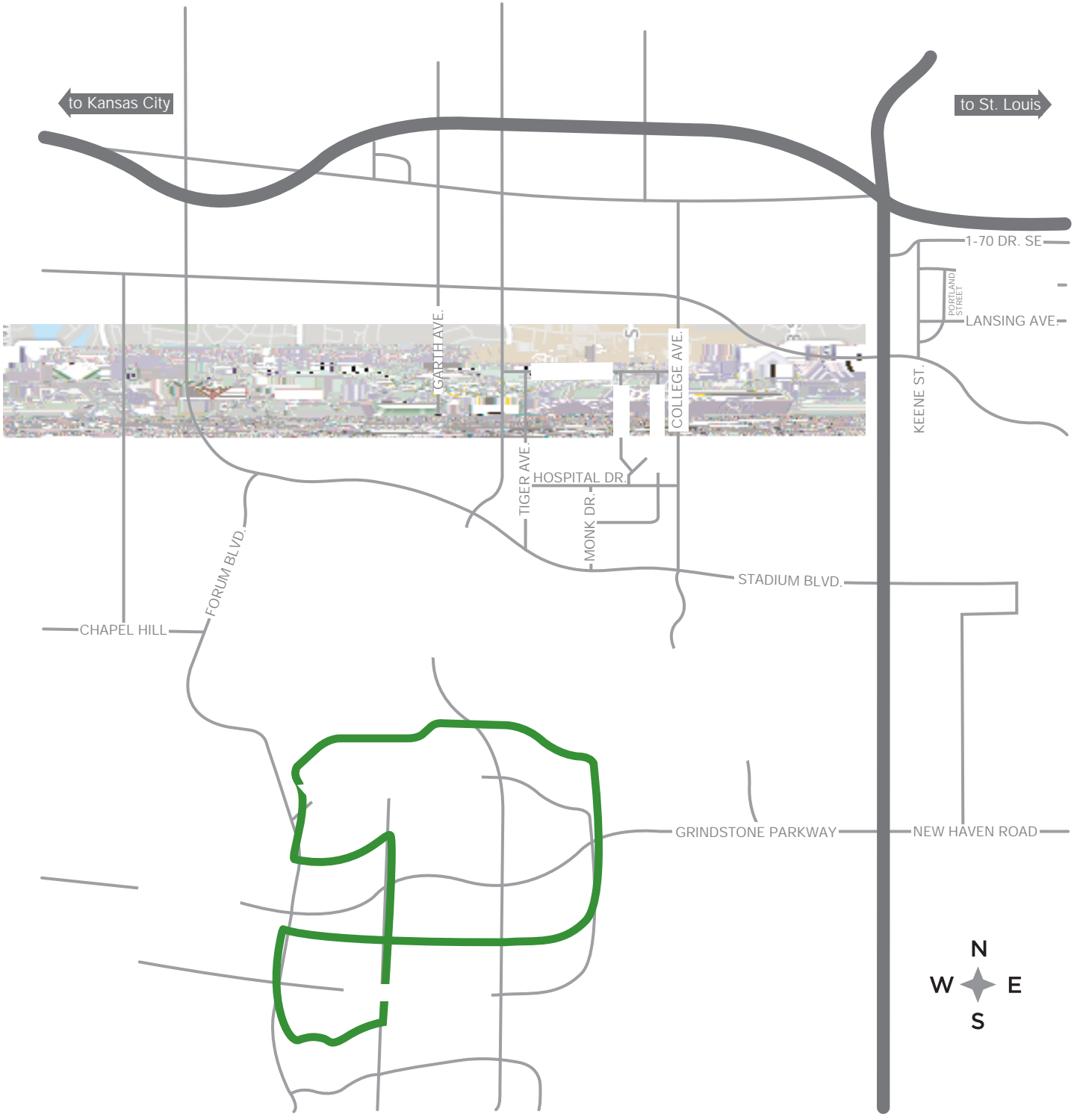
## Claim Procedures

Employees Must Report All Incidents / Injuries

All employees injured on the job must complete an Employee Injury/Incident Report even if the employee does not need immediate medical care. K L V U H S R U W P X V W E H F R P S O H W H G L Q W K H the incident occurred.

1. The employee must complete the Report of Injury/Incident Report form and immediately fax it to Dana Jones, RN, Occupational Health Nurse (fax: 23724). Additionally, if the supervisor is unavailable at the time of injury then they must sign and fax the form a second time as soon as possible.
2. Employees injured on the job must report the incident/injury to their supervisor within 24 hours even if they do not require medical attention.
3. If the employee is only needing to report the incident and does not wish to have any medical attention: Please fill out the Employee Injury / Incident Report form, mark the appropriate box, and fax the form.
4. If an injured employee requires minor medical attention, the employee must call for an appointment:  
 Dana Jones, RN  
 Occupational Health Nurse  
 Aslin Building - lower level  
 1818 W. Worley  
 Hours: 7:30 a.m.- 3:30 p.m.  
 Office: (573) 2143723 or Ext. 25793  
 Cell: (573) 2391772  
 After Hours: If the injury is minor and the employee can wait until the next day to be seen, leave a message and Dana Jones will contact the employee as soon as possible the next morning. If not, proceed to Urgent Care.
5. If an employee has severe injury the employee should immediately report to:  
 Urgent Care at the University of Missouri  
 3916 S. Providence Rd.  
 Columbia, MO 65201  
 (573) 8821662

If the injury occurs after the Urgent Care (Monday - Sunday 8:00 a.m. to 8:00 p.m.), the employee should report to the Emergency Department at University Hospital and Clinics.



**EMER**

<b>NatPa</b>	<b>DfBh</b>	<b>M/Fla</b>	<b>EPN</b>	
<b>HAd</b>	<b>Cy</b>	<b>S</b>	<b>Z</b>	<b>MIS</b>
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## **Information Regarding Work Related Injuries**

These guidelines are intended to assist employees through the workers' compensation (WC) process. Please note that failure to follow these guidelines could result in loss of benefits. The Benefits Office will direct all aspects of the employee's medical care related to the injury. Employees who seek medical care from a physician, who is not authorized, will be responsible for fees associated with that visit.

Employees, who receive medical care from a CPS authorized workers' compensation provider, will receive a Return to Work Notice from that provider advising of any work restrictions. This notice shall be immediately taken to the employee's supervisor or at the beginning of the next scheduled day of work.

Employees who have work restrictions shall follow the following instructions:

- Immediately give the Return to Work Notice to their supervisor. The supervisor shall determine if work is available within the restrictions. If the employee has restrictions and light duty is available, the employee is expected to arrive to work at their normal designated work time.
- If the employee's supervisor has arranged alternate work hours to accommodate the light duty work, the employee is required to work these designated hours. Light duty work may be allowed only when there is productive work to be accomplished.
- Employees who choose not to work their designated shift will be subject to disciplinary action up to and including termination.
- It is the employee's responsibility to work within the work restrictions. Do not work outside restrictions at work or at home. If the employee feels that their supervisor is requesting that they perform duties outside of the work restrictions please notify the Benefits Office immediately.
- Earned time-off accruals will be used for absences pertaining to workers' compensation appointments. Hours missed from work for workers' compensation appointments (doctor appointments, CT, MRI, physical therapy, etc.) are not reimbursable by workers' c