

WORKERS' COMPENSATION

INJURY / INCIDENT REPORT

An employee who is injured or suffers an occupational illness as a result of a job must submit an on-line report within 4 days at <http://www.ehs.colostate.edu/WWorkComp/OnlineInjury.aspx> using their CSU ID Number (9 digit # beginning with an 8, contact CEMML Human Resources). Failure to do so can result in the loss of one day's benefits for each day's failure to report. *Supervisors must initiate the report if the injured employee does not.*

If the report is not submitted within 4 days following the date of injury or disease diagnosis, an explanation of reasons for late reporting must accompany the report. Failure to submit a report within 4 days can result in loss of benefit to the employee and CEMML is subject to fines up to \$500 a day for each day that the report is late.

LOST TIME

Inform CEMML Human Resources weekly of any time missed due to a work related injury or illness either by e-mail or mail. Temporary Hourly employees should use the "Temporary Hourly Employee Hours Missed Because of Work-Related Injury Form" at <http://www.cemml.colostate.edu/admindocs.htm>. Do not submit injury hours for hourly employees on a timesheet.

MEDICAL TREATMENT

In cases of job-related injury/illness, on-campus employees are required to obtain needed medical care either from Occupational Health Services at Poudre Valley Hospital, Concentra Medical Center, General Care Medical Clinic or WORKWELL Occupational Medicine. Exceptions will be made in an emergency in which an ambulance transports the patient to a hospital or an emergency attendant construes the degree of severity or urgency to require hospitalization. Off-campus employees must use a reputable doctor of their choice.

Medical fees charged by an unauthorized provider will not be paid by the workers' compensation insurance carrier. An individual using an unauthorized provider will be responsible for the charges.

In the event of a work related injury to a CSU employee, provide all medical offices and pharmacies with the CSU Environmental Services phone number: **(970) 491-6745**. (Employees should not make payments or use their own health insurance.)

Injured employees may not return to work without a written release from the attending physician.