



## **Workers Compensation Guidelines**

**When an employee is injured on the job, please follow these steps:**

- 1. Make sure the employee gets the proper medical attention. If the employee has a medical emergency follow the Medical Response Procedure by calling Campus Safety at Ext. 6111. Campus Safety will assist the injured person to determine if Emergency Medical Assistance is needed. If the injury is less severe employee may be seen by one of the Panel Physicians.**
- 2. Provide employee the Panel of Physicians\*. Ask the employee to indicate their choice of physician from this page, sign and date the form. Give the employee a copy. Send the original signed form to the Human Resources Office. Make sure to indicate on the form the date the employee was seen by the physician, and which physician from the Panel of Physicians list was seen.**
- 3. Have the injured employee complete the Accident Statement\*, including signature and date.**
- 4. Have all witnesses complete the Injury Witness Statement\*, including signature and date.**
- 5. Supervisor should complete the Employer's Accident Report lines 11-52 in entirety (make sure to sign and date line 50).**

**Fax or deliver by the end of the day that the injury occurred or by 9 AM the following morning to Human Resources. Even if you fax, please send originals to Human Resources via campus mail.**

**Human Resources  
Prothro 2nd Floor  
Questions, please call Ext. 6125**

Revised 08/21/2018

**ALL ORIGINAL FORMS TO BE SENT TO THE HUMAN RESOURCES OFFICE**

**\*All forms are on the HR website**