



Workers' Compensation Procedures and Acknowledgment Form

If you should sustain a work related injury/illness the following is applicable. **In the event of a "life-threatening" injury/illness, medical treatment should be obtained from the most convenient and appropriate medical provider available.**

PROCEDURE:

- You must report the injury immediately to your supervisor/instructor/designated department individual, or in the case of work-study, the work-study's assigned supervisor.
- You should seek medical treatment from the designated medical provider as outlined below.
- An Employer's First Report of Injury (form in Human Resources) (HR) **MUST be completed and signed by:**
 - Injury of Employee – Employee's supervisor
 - Injury of Work Study – Work Study's assigned Supervisor
 - Injury of Intern – designated individual in SPS Faculty, MLS
 - Injury of Service Learning Student – designated individual in degree program
 - Injury of Students in health related clinical experience:
 - Physical Therapy – designated individual in Physical Therapy Department
 - Nursing – designated individual in Nursing Department
 - Health Services Adm. & Mgt. – designated individual in Health Services Adm. & Mgt.
- Employer's First Report of Injury must be forwarded to HR within Twenty-four (24) hours of injury.
- If a provider needs authorization to treat, have them contact Rebecca Porter, HR Benefits Coordinator, at 303-964-5201, or LaDana Gaddis, HR Benefits Administrator, at 303-458-1869.
- Instruct providers at time of treatment that all claims are to be filed with Liberty Mutual Insurance Group at 5975 S. Quebec St., Suite 100, Centennial, CO 80111 – (603) 334-0260 (Fax)

DESIGNATED MEDICAL PROVIDERS - The Colorado Workers' Compensation statute allows Regis University to designate the medical provider. If you do not receive medical treatment as outlined below, you may be financially responsible for the care received.

Employee/Work Study

- If you work on a Regis University campus, you **MUST** seek medical treatment and follow up care from a designated provider. All Colorado employees have access to Concentra Medical Centers. In addition to this facility, effective January 1, 2008, Regis University employees that work in Colorado have an option to choose between two different providers. Employees who work in the Denver metropolitan area have access to and HealthONE Clinic Services. If you are a Longmont/Fort Collins employee you have access to WorkWell Occupational Medicine and those who work in the Colorado Springs area may also seek treatment from Memorial Health System Occupational Health Network.
- Facility location information is available in HR or the Denver phone directory.
- If you work at a Regis University site outside of the Denver metropolitan area, you should contact HR or seek medical treatment from the most appropriate medical provider available.

Interns/Students in health related clinical experience

- If you are assigned to a facility that provides appropriate medical treatment, you should receive treatment initially from that facility. A follow up appointment **MUST** be made next business day at Concentra Medical Center or designated facility.
- If you are assigned to a facility that does not provide appropriate medical treatment you **MUST** be seen at a Concentra Medical Center or designated facility.

Print Name

Signature

Date