

Work Injury Services Treatment Requirements

WIS Location: University Hospital Room MC-11; from attached UH Parking Garage, go to UH Ground Floor, 1st hallway to the Left; first door is Room MC-11. Phone 884-9924

Work Injury Services must have a First Report of Injury form signed by a supervisor, manager or designee. In an emergency situation(see below) the form can be sent later.

All CF employees are required to take a First Report of Injury form **signed** by a supervisor/manager **or** the supervisor/manager should accompany the employee to WIS and fill out the report in person.

Emergency situations are defined as situations where:

- Waiting for treatment will further complicate the injury.
- The injury is life-threatening.
- There is serious bleeding.

Departments that have employees working shifts when no manager is on duty must have a designee appointed to sign the First Report of Injury form.

Supervisor/manager/designee signature on the First Report of Injury form **only** indicates that the individual is an employee and is approved to visit WIS. WIS will treat the individual and the UM third-party administrator will determine the nature of the claim and appropriate follow-up actions.

If there is possible chemical exposure, the Material Safety Data Sheet (MSDS) must be sent with employee or faxed when the employee goes to WIS.

- Work Injury Services fax: 884-5735
- Work Injury Services phone: 884-9924

Workers Compensation third-party administrator will not approve treatment for complications from injuries that are two or more years old until the employee has been interviewed.

- Work Injury Services will contact third-party administrator or instruct employee to contact third-party administrator at (800) 449-2264.

Contact Campus Facilities Safety and Training Coordinator Ron Dunkle at 882-3224 or dunkler@missouri.edu for all Work Injury Services issues.