



**Human Resources
Benefits and You**

Workers' Compensation Claim Procedures

Oklahoma State University provides workers' compensation (WC) coverage for all employees, including students and temporary workers. WC assists employees when accidental injuries or occupational illness arises from employment.

Coverage provides for reasonable and necessary medical treatment and some income replacement. Medical bills are paid promptly. OSU is self-insured for its WC program; Broadspire, a third-party administrator, processes most claims.

At OSU, safety is not negotiable! Pro-active notification of potential safety problems is expected. All employees of OSU have a responsibility to report any known worksite safety problem to their supervisor or administrative unit. Environmental Health and Safety (EHS) should also be contacted if the problem is not, or cannot be, corrected by the employee's unit. Supervisors are responsible to ensure that a safe working environment is maintained. Upon notification of an accident, supervisors shall ensure the employee seeks appropriate medical treatment and shall secure the scene to ensure no further injuries occur. In the event an incident requires immediate medical attention and involves a worksite safety issue, EHS will be immediately contacted to begin a worksite investigation. Contact Coordinator, Occupational Safety, at (405) 744-7241, or your branch campus safety officer.

Location	Designated Provider	After-Hours Care
Stillwater area	University Health Services (UHS) 1202 West Farm Road, Stillwater 8:00 a.m. to 5:00 p.m., M - F	AMC Urgent Care 1909 W 6 th Avenue, Suite B, Stillwater 9:00 a.m. to 8:30 p.m., Monday –Saturday; 10:00 am to 5:30 pm Sunday If AMC is unavailable, please seek treatment at Stillwater Medical Center ER
OSU-Tulsa and Center for Health Sciences	OSU-CHS Health Care Center 2345 Southwest Boulevard, Tulsa 8:00 a.m. to 5:00 p.m., M - F	OSU Medical Center 744 West 9 th , Tulsa
OSU-Oklahoma City	McBride Occupational Medicine 4901 West Reno, Oklahoma City 7:00 a.m. to 4:30 p.m., M - F	To be determined. Please contact Security at 945-9111
OSU-IT and other locations	OSUIT Health Clinic, Student Union, 1801 E. 4 th Street, Tulsa, or Concentra Urgent Care, 9515 E. 51 st Street, Tulsa	If Concentra Urgent Care is unavailable, seek treatment at Okmulgee Memorial Hospital ER at 1401 Morris Drive, Okmulgee

Employees should notify supervisors **immediately** when an on-the-job accident or illness occurs so that prompt medical attention may be provided, if needed. Employees unable to contact their supervisor should contact their administrative unit in accordance with college/division procedures. Unless the injury requires immediate response by calling 911, all treatment will be provided by the OSU designated health care provider. In all cases, the supervisor should make every attempt to accompany the employee to seek treatment.

The *Employee Injury Report* form must be completed by the employee and the supervisor for every WC injury or illness, regardless of whether medical attention is sought. Instructions for and a copy of this form are located at: <http://hr.okstate.edu/benefits/workcomp>.

Once initial treatment is complete, the employee will provide his/her supervisor with information regarding his/her ability to return to work. This information is provided within section three of the *Employee Injury Report* form (**CERTIFICATE FOR RETURN TO WORK STATUS**.) The employee is responsible to maintain communications with his/her supervisor regarding return-to-work status in accordance with departmental attendance procedures. The employee is also responsible to provide any and all subsequent return-to-work certificates and/or medical documentation to his/her supervisor, who will provide copies to workerscomp@okstate.edu and Broadspire. Failure of the employee to comply with these procedures, or medical treatment prescribed by the medical provider, may result in corrective action and delay or forfeiture of benefits.

Oklahoma law requires an employer to report injuries received by its employees to the Workers' Compensation Court of Existing Claims, and to the employer's workers' compensation insurance carrier, within 10 days of notice of the injury. Failure or refusal to report such an injury may subject an employer to an administrative fine by the Court Administrator of not more than \$1,000.

It is the University's expectation that the employee will return to work as soon as possible. Every effort will be made to hasten the employee's recovery and return to work. OSU will provide light duty, when available. *Guidelines for Transitional Duty and Return to Work* are available at <http://hr.okstate.edu/benefits/workcomp>.

The Oklahoma Workers' Compensation Court Counselor Program, at (800) 522-8210, offers employees private counseling concerning injuries or sicknesses that occur on the job. This service is offered without cost to provide clear, unbiased answers to sometimes-complex workers' compensation questions. You may also visit the website at www.owcc.state.ok.us.