What to do if I am injured while at work

Step by step instructions from UM Environmental Health & Risk Management (EHRM)

**EMPLOYEE’S RESPONSIBILITIES**

1. Emergency -> Dial 911 or 4000, should be transported by ambulance to emergency room.
   Non-emergency – seek medical care at provider of your choice & then provide updates to your supervisor.
   in either case complete First Report Of Injury asap.

2. Wait for someone from Intermountain Claims to contact you or call them at 866-722-4421 or EHRM at 243-2842.

3. Keep supervisor updated

4. If injury causes time off work:
   *First 32 hours are coded to sick leave, annual leave or leave without pay.
   Upon returning to work:
   *Have a signed Medical Status Form signed by physician with any restrictions noted before you can return to work
   *Paricipate in Transition Team Meetings

5. Provide any suggestions to EHRM that may improve the WC Process at UM

**SUPERVISOR’S RESPONSIBILITIES**

1. Emergency - Dial 911 or 4000, provide relevant information to First Responders where appropriate.

2. Wait for updates from employee, in all cases, assist employee with completing First Report Of Injury and send to EHRM.

3. If there is any reason to question the claim, check the appropriate box and provide relevant information.

4. Monitor progress of employee, call EHRM with any questions.

5. If employee is off more than 4 days a Transition Team needs to be formed with EHRM and 3rd Party Admin for Return To Work activities with temporary restrictions for a limited period of time.

6. Provide a completed incident report that may help prevent future accidents

---

1 These steps only contain the basics instructions for quick reference. All claimants are advised to review all the WC information available at [http://www.umt.edu/research/Eh/workerscomp/default.aspx](http://www.umt.edu/research/Eh/workerscomp/default.aspx)

2 If at all possible, notification of any injury needs to be reported to either a supervisor or EHRM within 24 hours of incident. A signed First Report of Injury needs to be sent to EHRM within 30 days of the incident. All approved claims will remain effective for 60 months after date of injury.