A. All employees injured on the job must complete an Employee Injury/Incident Report, even if the employee does not need immediate medical care. This report must be completed in the employee's handwriting, telling how the incident occurred.

1. The employee must complete the Report of Injury/Incident Report form and immediately fax it to Dana Jones, RN, Occupational Health Nurse (fax: 214-3724). Additionally, if the supervisor is unavailable at the time of injury, then they must sign and fax the form a second time as soon as possible.

2. Employees injured on the job must report the incident/injury to their supervisor within 24 hours, even if they do not require medical attention.

3. If the employee is only needing to report the incident and does not wish to have any medical attention:

   Please fill out the Employee Injury I Incident Report form, mark the appropriate box, and fax the form.

4. If an injured employee requires minor medical attention, the employee must call for an appointment:

   Dana Jones, RN
   Occupational Health Nurse
   Aslin Building- lower level
   1818 W. Worley
   Hours: 7:30 a.m. - 3:30 p.m.
   Office: (573) 214-3723 or Ext. 25793
   Cell: (573) 239-1772

   After Hours: If the injury is minor and the employee can wait until the next day to be seen, leave a message and Dana Jones will contact the employee as soon as possible the next morning. If not, proceed to Urgent Care.

5. If an employee has a severe injury, the employee or the employee's supervisor must immediately contact the Occupational Health Nurse and the employee should immediately report to:
MU Urgent Care  
551 East South Hampton Dr.  
Columbia, MO 65203  
(573) 882-1662

If the injury occurs after the Urgent Care center's hours (Monday- Friday 8:00 a.m. to 7:30 p.m., Saturday and Sunday 8:00 a.m. to 5:00 p.m.), the employee should report to the Emergency Department at University Hospital and Clinics.

6. In an emergency, call 911 and have the ambulance take the employee to University Hospital.

**IF AN EMPLOYEE SEEKS MEDICAL TREATMENT ELSEWHERE, THE WORKERS’ COMPENSATION PROGRAM WILL NOT PAY FOR THE SERVICE, NOR WILL ANY OTHER INSURANCE PLAN PAY FOR THIS**

7. Employees requiring medical treatment will be provided a “Return to Work” form by the treating workers’ compensation doctor. It is the employee’s responsibility to bring this form to their supervisor before reporting to work.

8. If possible, employees who are given restrictions by the workers’ compensation doctor will be provided work duties as recommended by the physician and in consultation with the employee’s supervisor.

B. Payments of Medical Care and Lost Time

1. Workers' compensation pays 100% of authorized medical bills. If an employee chooses to go to any health care provider other than the University Hospital and Clinics Urgent Care, University of Missouri Emergency Room, or other workers' compensation approved provider, it will be at the employee's expense.

2. According to Missouri state law, workers' compensation must pay for wages lost due to a work related injury. After a three day waiting period (the date of injury is not counted), worker's compensation will pay for the 4th and following days for which the authorized physician has determined the employee is unable to work or work is not available within the restrictions. The employee may use accruals (sick leave, personal leave or vacation leave) for the first 3 days that are not paid by workers' compensation. If the employee is unable to work for more than 14 days, payment will also be made for the first 3 days at that time.

3. Employees may use accumulated leave to supplement the workers' compensation wage benefit in order to reach their regular daily rate of pay, for up to four weeks.

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4. Employees are required to use accumulated paid leave to receive medical treatment, evaluation or attend physical rehabilitation, if scheduled during regular work time. Absences due to workers' compensation must be reported as WC on the Payroll Pre-List (see procedure no 550).