

11-STEP PROCESS: INCIDENT & WORKERS' COMPENSATION REPORTING

For forms and additional information refer to: safety.uoregon.edu/injury-reporting

Contact: Trish Lijana, 346-2907

trish@uoregon.edu

Fax forms to 346-7008

or Email forms to workinjury@uoregon.edu

1. **INCIDENT OCCURS**
 - For emergencies call 911, then UOPD 346-2919. If transported to hospital, as soon as possible, notify Safety & Risk Services at 346-3192. ALWAYS leave a message if no answer.
 - For other Medical Transport Options refer to the chart on the website.

 2. **WITHIN 24 HOURS COMPLETE WORKPLACE INJURY REPORT**
 - Complete Workplace Injury Report within 24 hours with employee.
 - If the employee is not available, provide an Injury Report with information you have at the time.
 - Provide another copy of the completed Injury Report when the employee returns to work.
 - If you have concerns or additional information not previously provided, please call Trish 346-2907.

 3. **FAX OR EMAIL INJURY REPORT TO SAFETY & RISK SERVICES**
 - Fax 346-7008 or
 - email workinjury@uoregon.edu and Your Department HR

 4. **MEDICAL TREATMENT**
 - If medical treatment is sought, the employee has an option to file a workers' compensation (wc) claim.
 - To file a wc claim, an 801 form will need to be completed by the employee within 24 hours.
 - Not all medical providers treat occupational injuries, refer to the website for options.
 - If the employee received medical treatment and prefers NOT to file a claim, email this information to workinjury@uoregon.edu.
- If employee prefers to file a wc claim, follow steps 5-11 below.**
5. **FILE WC CLAIM WITHIN 24 HOURS COMPLETE 801 FORM**
 - The employee completes the top portion of the 801, the supervisor the bottom half.
 - Supervisors provide the following information in an email to workinjury@uoregon.edu
 - Did the employee leave work early on date of injury?
 - Any missed work related to the injury? If so, provide the dates.
 - Provide the date of medical treatment .
 - Provide the date the employee advised you of medical treatment .

 6. **FAX OR EMAIL 801 FORM TO SAFETY & RISK SERVICES**
 - **Do not** provide the SS# on the form.
 - Fax 346-7008 or email workinjury@uoregon.edu
 - If the employee is not working, contact Kenny Ly, HRLeaves@uoregon.edu re: FMLA

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7. **GIVE EMPLOYEE ESR FORM FOR MEDICAL VISIT**
 - Print a copy of the Employee Status Report (ESR) form on the website; this is a work release.
 - Employee takes the ESR form to the medical appointment for the physician to complete.
 - Advise employee to bring the completed ESR form to the supervisor.

8. **EMPLOYEE PROVIDES COMPLETED ESR FORM TO SUPERVISOR**
 - The release will indicate the employee can: (1) resume regular work; or (2) resume work with restrictions; or (3) cannot return to work at all.
 - Review the ESR with employee. If restrictions, discuss how the regular duties will be modified within the restrictions. Consult with your Department HR if required.

9. **FAX OR EMAIL ESR FORM TO SAFETY & RISK SERVICES**
 - Fax the ESR to 346-7008 or email workinjury@uoregon.edu and Your Department HR.
 - If restrictions, Trish will call you to discuss further.
 - If transitional work cannot be provided, email this information to workinjury@uoregon.edu along with the employee's last day of work. Consult with your Department HR if required.
 - If transitional work will be provided, advise Trish of the date the employee returned to work.

10. **OFF WORK RELEASE**
 - An off-work release may authorize time loss payments from SAIF through the wc claim.
 - Time loss payments are approx. 2/3rds of the employee's earnings because taxes are not deducted.
 - If time loss payments are authorized, timecard adjustments may be required to prevent any overpayments to the employee if leave time was used.
 - When time loss is authorized, Trish will notify the supervisor and payroll of the effective date for you to make timecard adjustments.

11. **EMPLOYEE RETURNS TO DOCTOR**
 - If the employee will be returning for further medical treatment, print multiple copies of the ESR and give to the employee.
 - Employee takes the ESR form to medical appointment(s) for the physician to complete.
 - Employee brings the completed ESR form to the supervisor.
 - Employee needs to provide supervisor with an updated ESR every 30 days until released to regular duties.
 - Repeat Steps 8 and 9 above.