

Work Related Injuries

It is necessary to follow the protocol outlined below to ensure consideration for payment of treatment resulting from work related injuries:

IN THE CASE OF WORK RELATED ACCIDENTS THAT RESULT IN INJURY, REGARDLESS OF HOW INSIGNIFICANT THE INJURY MAY APPEAR, FACULTY, STAFF, AND STUDENT EMPLOYEES SHOULD:

1. Inform your supervisor immediately
2. The "Employer's Report of Accident" (<http://www.k-state.edu/hr/forms/KWC1101-A.pdf>) form is to be completed by or for the injured employee, signed by the department head or designated official, and submitted to the Human Resources office within **3** working days of the accident/injury. **Failure to report work related accidents/injuries within the required time limit may result in denial of benefits.**

Medical Treatment

Life-threatening emergencies – report directly to the Emergency Room at any hospital.

Non-life-threatening medical care - call the State Self Insurance Fund Office (Workers' Compensation) at 785-296-2364. Medical treatment for most non-life threatening on-the-job injuries in Manhattan is provided by Mercy Regional Occupational Health Services (Mercy West). Employees of the University at other than Manhattan locations should report to the nearest medical facility for treatment after receiving authorization for treatment as noted above.

***If it is a weekend or holiday and the office is not open, then you will be unable to obtain an authorization. In that case, the medical treatment may or may not be covered by SSIF. It will be determined based on compensability of the claim. ***

If you receive medical care from a provider that is not approved by the State, you will receive unauthorized medical payments limited to \$500.