

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. All on-the-job accidents and injuries must be reported by the supervisor or other authorized person to Human Resources during regular business hours or as soon thereafter as possible. **The initial reporting must be done by telephone (785-532-1873) or by email to BENADMIN@KSU.EDU.**

The "Accident/Injury Report" (PER 17) form is to be completed by or for the injured employee, signed by the department head or designated official, and submitted to the Division of Human Resources with 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.**

Life threatening injuries or illnesses – immediately call 911, or report directly to the Emergency Room at Mercy Regional Health Center. Kansas State Self Insurance Fund (KSSIF), 785-296-2364, should be notified as soon as possible the following business day. They will advise the employee where to go for further treatment, if necessary.

Authorization for **non-emergency treatment** from the KSSIF (785-296-2364) is required **prior** to getting treatment, Monday through Friday 8:00 a.m. – 5:00 p.m. For non-life threatening injuries or illnesses that should occur any other time other than Mon-Fri, 8:00 a.m. – 5:00 p.m., call the 24 hour Occupational Health Hotline: 785-323-6000 or toll free: 1-866-323-6003. This 'triage' cell phone number helps to determine whether or not there is a need for Emergency Room visit.

***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.