

College of Veterinary Medicine Accident Reporting Procedure

Work-related accidents, injuries, or occupational diseases must be reported for all faculty, staff, and student employees injured while performing the duties of their employment, regardless of where the situation occurs. ***Employees must immediately notify their supervisor if they have sustained an on-the-job injury.*** All on-the-job accidents and injuries must be reported by the supervisor or other authorized person to the Division of Human Capital Services ***within three (3) business days of the injury.*** Please see below for the College of Veterinary Medicine Reporting Procedure.

If Emergency Treatment is Necessary

1. Take appropriate action to get the employee to the nearest emergency facility.
2. The supervisor or employee should then call the College of Veterinary Medicine Human Resources Office (785-532-5663) to report the injury and medical treatment received. A CVM HR Representative will call the State Self Insurance Fund (SSIF) to report the injury and emergency treatment. Depending on the injury, an [Accident Report](#) may be filed on the employee's behalf at this time.
3. The CVM HR Representative will complete the [First Fill Letter](#) and will provide it to the employee for any prescriptions related to the injury. The First Fill Letter is only good for 24 hours after receipt and is only for the FIRST prescription(s) following the injury.
4. Upon return to work, the employee may be asked to complete or sign an [Accident Report](#). This report should be completed and signed by both the employee and supervisor as soon as the employee is able. The form should then be submitted to Human Resources in 102 Trotter Hall. HR will then obtain the Department Head's signature and submit to Benefits for processing.
5. The SSIF will call the employee and/or supervisor to obtain more information on the accident if needed.

*For employees in Anatomy & Physiology, Diagnostic Medicine/Pathobiology and the Veterinary Diagnostic Laboratory, the Memorandum for Record (MFR) must be completed. Please contact your respective Safety Manager for the forms and information.

If Non-Emergency Treatment is Necessary

1. Employee completes the [Accident Report](#) with as much detail as possible, sign and obtain supervisor's signature. The form should then be submitted to a CVM Human Resources Representative in 102 Trotter Hall immediately. When submitting the form, please be sure to inform the HR Representative that the employee needs medical treatment. HR will then work with the SSIF to set up an appointment at Via Christi Occupational Health Services.

- a. If a Human Resources Representative is not available, the supervisor may call the SSIF to report the accident and set up an appointment for treatment.
2. Once the appointment is set up, the CVM HR Representative will complete the [First Fill Letter](#) and will provide it to the employee for any prescriptions related to the injury. The First Fill Letter is only good for 24 hours after receipt and is only for the FIRST prescription(s) following the injury.
3. HR will send the Accident Report to the Department Head for signature and will then submit the form to Benefits for processing.
4. If necessary, the SSIF will call the employee and/or supervisor to obtain more information on the accident.

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If Medical Treatment is Not Necessary

1. Employee completes the [Accident Report](#) with as much detail as possible, sign and obtain supervisor's signature. The form should then be submitted to a CVM Human Resources Representative in 102 Trotter Hall immediately.
2. HR will send the Accident Report to the Department Head for signature and will then submit the form to Benefits for processing.
3. The SSIF will call the employee and/or supervisor to obtain more information on the accident, if needed.

*For employees in Anatomy & Physiology, Diagnostic Medicine/Pathobiology and the Veterinary Diagnostic Laboratory, the MFR must be completed. Please contact your respective Safety Manager for the forms and information.

***In all cases, the State Self Insurance Fund (SSIF) will make the final determination of whether or not the injury is compensable under worker's compensation. If the injury is found to be non-compensable, the employee will be responsible for submitting any bills related to the denied claim to his or her health plan provider.**