

Workers Compensation Information

How to handle injuries and accidents in the workplace

All employees of the College and ESR are covered by workers compensation coverage, including students, temporary and seasonal employees. If any employee is injured in the workplace, these are the steps to follow:

1. Determine if there is a need for emergency transport

If injuries require emergency transport to a medical care facility, please contact Campus Safety and Security immediately. CS&S will determine the most effective method of transport for the situation and make appropriate arrangements. NON-CS&S Employees should **not** transport injured employees to hospitals or other medical care facilities in emergency situations.

2. If emergency transport is not necessary, **the employee should be directed to seek medical attention as soon as possible**. Many employees choose the “fast track” at Reid’s emergency room or the West Side Medical Center in Centerville. Both facilities are close to campus and are usually able to see an employee with fairly short notice. If the condition precludes the employee from driving himself or herself to the doctor, please contact Campus Safety and Security.

3. The employee should **notify the doctor or hospital that the bills should be directed to Earlham’s workers compensation carrier**. Please direct bills to RMD Patti, attn: Mary or Greg, 36 South 9th Street, Richmond, IN 47374; 765-966-7531 (ph), 765-935-2476 (fax).

4. As soon as possible, the employee and his or her supervisor must **complete the incident report form** available from the Human Resources office. It requires signed statements about the cause for the accident or injury. In order to keep all of the appropriate parties informed (insurance company, employee, workers compensation doctors, Earlham), this form should be completed the same day as the accident/injury. If there is a delay in completing this form it can jeopardize payment of the workers compensation claims. If the form cannot be completed within 48 hours of the incident, please contact Human Resources. This form need not be completed before seeking medical attention, nor does it need to accompany the employee or be shown to the attending physician.

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| <p>Please note: An incident report form must be completed even if no medical attention is required. This is important because in some cases, injuries aren’t noticeable right away (for example, in the case of slips or falls, often the injuries aren’t evident until a day or two after the incident).</p> |
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5. **Following the initial treatment**, the workers compensation case manager may direct the employee to see a different physician or specialist for another assessment or for treatment of the injury. The employee should follow direction from the workers compensation case manager in these cases. Any copies of examination reports or information from the doctor should be sent or taken to Human Resources, to be forwarded to the insurance company.

6. **If the employee is restricted from returning to work**, the employee should contact Human Resources to learn about workers compensation coverage for lost wages and to discuss options for use of any accrued sick time with Earlham. Employees who wish to return to work without a full duty release from the workers compensation physician should contact Human Resources.