Guidelines for Reporting Workers’ Compensation Injuries/Illnesses

All employees who are injured or become ill at work are entitled to workers’ compensation benefits under the laws of the State of Nebraska if the injury/illness arises out of and occurs in the course of their employment. The term “employee” includes all full-time, part-time, temporary and work-study personnel. In order to be entitled to workers’ compensation benefits the injury/illness must occur while the employee is performing duties related to the employee’s job.

If a work related injury/illness occurs please follow these steps:

If the injury/illness is life threatening or requires emergency assistance notify Public Safety 280-2911 or notify other appropriate emergency service personnel.

If the injury is not life threatening or does not require emergency assistance the employee should seek medical attention from either their primary care physician or at Concentra, 2900 F Street (29th & F), Omaha, NE 68107. Telephone number 731-7990. Concentra provides occupational medicine services on a walk in or appointment basis. See below for choice of physician instructions.

*A Creighton University Incident Report Form (HR-24) and a State of Nebraska Choice/Change of Physician form must be completed by the employee, if able, or the* *employee’s supervisor and forwarded to the Risk Management Department within 24 hours* *of the incident*. Supervisors on the scene of an accident/injury should conduct an initial investigation to determine the cause of the accident. The investigation process is not used to place blame for an accident/injury. Investigation is done to determine the accident/injury cause in order to make the campus safer for all workers. Additional investigation of all claims will be performed by the appropriate Creighton University department and/or the Third Party Administrator for the University.

After receiving medical attention for a work related injury/illness the employee will either be released to return to work with no restrictions, released with restrictions, or told they are unable to work for a certain period of time. All of this information must be provided in writing by the treating physician. If an employee is released to return to work with restrictions the University attempts to accommodate those restrictions in order to have the employee at work in some capacity. Copies of all information concerning an employee’s work restrictions must be forwarded to the Risk Management Office to be kept with the claim file in order to maintain accurate claim records and OSHA reporting records. If you are not clear on the physician’s restrictions, or the injured employee did not receive this information in writing, contact the Risk Management Office at 280-5833 and you will be assisted in getting additional information from the physician. The employee must furnish a physician’s release before returning to work.

All medical bills from a work related injury/illness are payable under the Creighton University Self-Insured Workers’ Compensation account**. Medical bills should be sent to the Third Party Claim Administrator, Sedgwick CMS-Omaha, P. O. Box 14513, Lexington, KY 40512-4513.**

Any questions concerning workers’ compensation claims should be directed to the Creighton University Risk Management Office at 280-5833.

# HOW TO REPORT TIME OFF FOR WORK RELATED INJURIES &/OR ILLNESSES

WAITING PERIOD: The first 7 days after a work related injury during which the employee requires medically necessary time away from work before qualifying for workers’ compensation indemnity benefits. You must use vacation or sick time for hours missed during the 7 day waiting period.

*TIME AWAY FROM WORK MUST BE MEDICALLY NECESSARY, I.E. REQUIRED DUE TO WRITTEN PHYSICIAN ORDERS, ATTENDING PHYSICIAN’S APPOINTMENTS, PHYSICAL THERAPY SESSIONS, ETC.*

Hours missed due to medically necessary time away from work MUST be reported to the Risk Management Office to insure accurate benefits payments to the employee and accurate record keeping for State and Federal authorities. Hours can be reported via e-mail ([kbooton@creighton.edu)](mailto:kbooton@creighton.edu)), via facsimile at 280-5719 or via intra-campus mail.

Any questions concerning indemnity benefit payments or record keeping should be directed to Katie Booton at 280-5833.