

Procedures for Handling Work-Related Injuries or Illnesses

1. **Call 911 and seek medical attention immediately in the event of an emergency.**
 - **McLaren – Central Michigan** is the CMU designated emergency facility in Mount Pleasant
2. For **non-emergency injuries/illnesses** the employee should be directed to the following primary medical providers designated by CMU Human Resources/Workers' Compensation for treatment:
 - **8 a.m. - 8 p.m. Monday – Sunday**, employees should be directed to the McLaren - Central Occupational Medicine Program (COMP), 1523 S. Mission St., Mount Pleasant, phone 773-2339.
 - **8 p.m. – 8 a.m.**, employees should be directed to McLaren- Central Michigan Fast Track or Emergency Department.
 - Student employees have the option to receive treatment at University Health Services.

If the injured employee/student employee chooses to seek treatment elsewhere, the employee may be responsible for any expenses incurred.

3. Employees should notify their supervisors immediately after a work related injury/illness occurs.
4. Call the CMU Workers' Compensation office at 774-7177 as soon as possible (within 24 hours) to report the incident. A 24-hour voice mail system is available when the office is closed. Reports can be phoned in by the injured employee/student employee's supervisor or by the injured person themselves. Failure to report a work-related incident promptly may result in a loss of rights to workers' compensation benefits.

There is no form to fill out; the Workers' Compensation office will do that for you!

5. Give a detailed account of the incident including name, date, time, location, exact body part/injury, a complete description of what happened, medical treatment sought if any and your campus phone number.
6. The CMU Workers' Compensation office will complete an *Employee Accidental Personal Injury Report* and authorize any treatment that is required. A copy of the incident form will be sent to the supervisor and reviewed with the injured employee. All parties should sign the form including the witnesses and return the form to the Workers' Compensation office in the South Grounds Building. The supervisor and injured employee are encouraged to keep a copy for their records.
7. The Central Health Improvement Program (CHIP Facility) is available free of charge to employees for treatment of minor muscle strains, sprains, bruises, basic first aid, rehabilitation or when the employee is unsure whether or not a physician's care is needed. The CHIP facility is open Monday through Friday, 6 a.m. until 6 p.m. and is located in the South grounds Building. Call them with questions at 774-3198.