BOISE STATE UNIVERSITY
WORKER’S COMPENSATION (WC)

WORKPLACE INJURY OCCURS
*If Medical Emergency, Call 911 Immediately*
If life threatening or death occurs, contact Campus Security at (208) 426-6911

<table>
<thead>
<tr>
<th>INJURED EMPLOYEE</th>
<th>SUPERVISOR</th>
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<tbody>
<tr>
<td>• Notify Supervisor By End of Shift or Within 24 Hours</td>
<td>• Conduct Investigation and Take Corrective Action</td>
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<tr>
<td>• When In Doubt, Get Checked Out</td>
<td>• <strong>Report to Risk Mgmt. (RMI) within 48 hours</strong> utilizing the Supervisor Accident Report on our RMI Claim Reporting page: <a href="https://www.boisestate.edu/rmi/insurancefile-a-claim/">https://www.boisestate.edu/rmi/insurancefile-a-claim/</a></td>
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START HERE

Is Medical Treatment Needed or Requested?

If Yes:
- Seek Treatment from Preferred Provider: University Health Services or St. Luke’s Occupational Health
  OR
  If Injury/Illness is Severe, Seek Nearest Medical Facility

Is Medical Treatment Needed or Requested?

If No:
- File Supervisor Accident Report for record only. (RMI Will Follow-Up)
  Should employee seek medical treatment, please refer to next step.

Do You Have Work Restrictions?

If Yes:
- Injured Employee - Notify Supervisor Immediately. Abide by medical restrictions until released to full-duty.
  **Supervisor** – Place employee on modified duty to accommodate restrictions OR advise RMI if cannot accommodate.

Employee Returns to Full-Duty. (RMI Will Follow-Up)

END

If No:

Employee Returns to Full-Duty. (RMI Will Follow-Up)

END

Cleared for Full-Duty and Employee Returns to Work

CONTACT INFORMATION:
- Office of Risk Management and Insurance – Risk Manager (208) 426-3636 or Asst. Risk Manager (208) 426-5955
- University Health Services (Norco Building) – (208) 426-1459
- St. Luke’s Occupational Health Clinic – Boise Location (208) 706-7500 or Meridian (208) 706-5447
- Human Resources – (208) 426 -1616

RMI Update 10/19 KNM