

## Supervisor's Guide for On-the-job Injuries

### Contact Information:

- **Occupational Medicine & Wellness** (the University's Occupational Health Provider)  
Arrowhead Medical Center  
226 Bluebell Rd. (corner of S. Main & Greenhill Rd.)  
Cedar Falls, IA 50613  
**Phone:** 319-575-5600
  
- **Sedgwick CMS–Des Moines:** (third party administrator hired by the state to handle worker's comp claims for state employees)  
P.O. Box 14628  
Lexington, KY 40512  
**Phone:** 866-342-3920 (Toll Free)  
**E-mail:** [DesMoines.SJI810@sedgwickcms.com](mailto:DesMoines.SJI810@sedgwickcms.com)  
**Fax:** 515-327-4891
  
- **Human Resource Services** (Fax: 319-273-2927)
  - **Therese Callaghan**  
**Phone:** 319-273-6164  
**E-mail:** [Therese.Callaghan@uni.edu](mailto:Therese.Callaghan@uni.edu)
  
  - **Cindy Webb**  
**Phone:** 319-273-2521  
**Email:** [Cindy.Webb@uni.edu](mailto:Cindy.Webb@uni.edu)

If an employee is involved in a workplace injury or illness it is imperative that the correct procedures are followed to insure appropriate treatment is received and that the claim is processed in a timely manner. Iowa Code Section 85.27 establishes that the employer has the authority to direct medical care for on the job injuries. The University of Northern Iowa has established a relationship with Occupational Medicine & Wellness to provide treatment for employees injured in the workplace. Family doctor and chiropractic visits not previously authorized by Sedgwick CMS, may be denied.

If an employee sustains an on the job injury, please follow this procedure:

1. If the injury requires immediate medical attention, the employee needs to be treated at the following facility:
  - a. **Monday–Friday: 7:00 a.m.–5:30 p.m.**  
Occupational Medicine & Wellness  
Arrowhead Medical Center  
226 Bluebell Rd. (corner of S. Main & Greenhill Rd.)  
Cedar Falls, IA 50613
  - b. **After hours, on weekends or holiday care** (provided 24 hours a day, 7 days a week) through:  
Sartori Hospital Emergency Department  
515 College St.  
Cedar Falls

**OR**

Covenant Convenient Care (open 1–9 p.m.)  
2710 St. Francis Dr. Suite 111  
Waterloo IA, 50702

**OR**

Covenant Medical Center Emergency Department  
3421 W. 9<sup>th</sup> St.  
Waterloo, IA 50702
2. Complete the Workers' Compensation–First Report of Injury or Illness form within 24 hours of the incident. (Available in the Forms Repository at <http://access.uni.edu/forms/index.shtml> or on the HRS Website, <http://www.vpaf.uni.edu/hrs/>, the Worker's Compensation link)
  - a. The supervisor is responsible for completing the First Report of Injury within 24 hours of the incident. Please be as specific as possible.
  - b. E-mail the form to [Therese.Callaghan@uni.edu](mailto:Therese.Callaghan@uni.edu)
  - c. Or you may fax the form to Human Resource Services/Attn: Therese at 319-273-2927
3. **If the employee returns from the doctor with work restrictions, please communicate with Therese in Human Resources to let her know if you are able to accommodate the restrictions.** Our goal is to get the employee's health back to 100% but also to return them to the work place as quickly as possible, to their regular job duties or to transitional duties.