

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
Fax: 515-327-4891

- **Human Resource Services**
Phone: 319-273-6164
E-mail: WorkComp@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.**

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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. 9th 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 WorkComp@uni.edu

3. **If the employee returns from the doctor with work restrictions, please communicate with Human Resources to advise 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.

4. **Employees should code any time lost as Sick Injury (Work Comp) on their time card.** This time will come out of their sick leave balance. Additional benefits begin after an employee has had 24 hours of lost time. Please contact Human Resources if an employee is losing time, beyond medical appointments.