

Supervisor Checklist for On-the-job Injuries

- Contact Occupational Medicine and Wellness to notify them you are referring a patient

OR

- Fill out Pre-authorization form and give to employee when sending them for treatment. (**Contact information and Pre-Authorization form are found on Human Resources web site under the Workers' Comp link, <http://www.vpaf.uni.edu/hrs/benefits/workerscomp/index.shtml>.**)
- Fill out the First Report of Injury (FROI) form and send to therese.callaghan@uni.edu (e-mail address also on the FROI form.) **First Report of Injury is found in the Forms Repository at <http://access.uni.edu/forms/index.shtml> or on the HRS web site, <http://www.vpaf.uni.edu/hrs/>.**
- When employee returns to work from Occupational Medicine with paperwork, determine if restrictions can be accommodated.
- Contact Therese Callaghan, via email at (therese.callaghan@uni.edu) or via telephone at 319-273-6164, to let her know that:
- The employee is working.

OR

- Employee restrictions cannot be accommodated and employee will be off work.
- Notify employee that it is their responsibility to advise you of the outcome of doctor visits.
- If employee is off work be sure time sheets are filled out and coded as Sick Injury (Work Comp).
- When the employee returns to work, notify Therese Callaghan (Human Resource Services) via e-mail or phone.

Additional information with regard to Workers' Compensation can be found on the Human Resource Services website: <http://www.vpaf.uni.edu/hrs/benefits/workerscomp/index.shtml>.