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 hrs.uni.edu/mybenefits/workerscomp.

☐ Fill out the First Report of Injury (FROI) form and send to WorkComp@uni.edu

First Report of Injury is found in the Forms Repository at https://java.access.uni.edu/FormsRepository/faces/formList.jsp or on the HRS web site hrs.uni.edu/mybenefits/workerscomp

☐ When employee returns to work from Occupational Medicine with paperwork, determine if restrictions can be accommodated.

☐ Contact Human Resource Services at WorkComp@uni.edu or at 319-273-6164 to inform HRS that:
  o The employee is working.

  OR

  o 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 Human Resource Services at WorkComp@uni.edu or at 319-273-6164.

Additional information with regard to Workers’ Compensation can be found on the Human Resource Services website: hrs.uni.edu/mybenefits/workerscomp.

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