

## Supervisor Checklist for Work Injuries or Illness

Complete the [First Report of Injury](#) (FROI) online. Password to access the survey: **froi**

Contact Occupational Health to pre-authorize treatment for the injured or ill employee.

- Call 319.575.5600 to provide them with the necessary employee information;

**OR**

- Fill out [Pre-authorization](#) form and give to employee to take with them.

Provide the employee with the [Occupational Injury Temporary Prescription ID Card](#) prior to their visit to Occupational Health to cover first fill prescriptions.

Notify employee that it is their responsibility to advise you of the outcome of doctor visits.

If employee has work restrictions after their visit to Occupational Health, determine if the restrictions can be accommodated safely or if the employee will need to be off work.

Contact Human Resource Services (HRS) at [workcomp@uni.edu](mailto:workcomp@uni.edu) or at 319.273.6164 to inform HRS of the employee's return to work status.

Employees should be paid as normal for any missed work time on the day of injury or illness.

If employee is off work due to the injury or illness, be sure time sheets are filled out and coded as **Work Comp (Sick/Injury)**. Inform employee that this time will come out of their sick leave accruals.

Keep in contact with HRS regarding the employee's work restrictions and your ability to accommodate until they are fully released and their work comp claim is closed.

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

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