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, [www.uni.edu/hrs/mybenefits/workerscomp](http://www.uni.edu/hrs/mybenefits/workerscomp).*

☐ Fill out the First Report of Injury (FROI) form and send to *WorkComp@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](http://access.uni.edu/forms/index.shtml) or on the HRS web site, [www.uni.edu/hrs/mybenefits/workerscomp](http://www.uni.edu/hrs/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: [www.uni.edu/hrs/mybenefits/workerscomp](http://www.uni.edu/hrs/mybenefits/workerscomp).