

WARTBURG COLLEGE

Guidelines for Work Related Injuries

- ❑ Faculty, staff or student workers who are injured on the job should immediately report the injury to their supervisor, regardless of how minor the injury. **In the event of a medical emergency, call 911.**
- ❑ **The supervisor will document the incident** on the Work-Related Injury Report Form and forward the information to the Human Resource office, Luther Hall 203.
- ❑ **Noah Campus Health Clinic and the Waverly Health Center (in conjunction with Allen Occupational Health Services) are designated as Worker's Compensation providers.** If medical treatment is necessary, employees should be treated at the Noah Clinic (phone 352-8436) during regular working hours Monday through Friday and/or the Waverly Health Center after hours or during the weekend.
- ❑ When possible, medical appointments should be coordinated with Human Resources by calling Terri Meier at 8521.
- ❑ **The doctor or hospital should be notified that the claim is for a work injury** and will be paid through Worker's Compensation, not the employee's health insurance. Invoices should be directed to Wartburg College, Human Resources, 100 Wartburg Blvd., Waverly, IA 50677.
- ❑ The employee should bring a written statement back to the workplace. Employee must notify supervisor when additional medical appointments are scheduled.
- ❑ If it is determined by the Supervisor that the employee is unable to perform his/her original job safely (and without undue burden on co-workers) the employee may be offered a modified staff assignment until able to return to his/her original position. Each situation is considered individually in consultation with medical professionals.

Additional information is available from Terri Meier, Human Resources Assistant. Work-Related Injury Report forms may be obtained by accessing the web page (<http://www.wartburg.edu/hr/workerscomp.html>) or by calling 8521; E-mail terri.meier@wartburg.edu.

