

## Work Related Injuries

It is necessary to follow the protocol outlined below to ensure consideration for payment of treatment resulting from work related injuries:

IN THE CASE OF WORK RELATED ACCIDENTS THAT RESULT IN INJURY, REGARDLESS OF HOW INSIGNIFICANT THE INJURY MAY APPEAR, FACULTY, STAFF, AND STUDENT EMPLOYEES SHOULD:

1. Inform your supervisor immediately.
2. All on-the-job accidents and injuries must be reported by the supervisor or other authorized person to Human Resources during regular business hours or as soon thereafter as possible. This initial reporting must be done by telephone (785-532-1873) or by e-mail to [BENADMIN@KSU.EDU](mailto:BENADMIN@KSU.EDU).
3. **Complete Form Per-17, Standard Accidental Injury Report. This form must be completed and sent to HR within three working days of the accident/injury. Failure to report work related accidents/injuries within the required time limit may result in denial of benefits.**

Medical Providers:

1. Life threatening injury or illness – call 911 or report directly to the Emergency Room – Mercy Regional Center, 1823 College Ave.
2. Non-life threatening injury or illness – treated at Occupational Health-Mercy West, 315 Seth Child Road, from 8:00am – 5:00pm Monday-Friday. For non-life threatening injuries or illnesses occurring on other days of the week or times of the day, call the 24-hour Occupational Health Hot Line at 785-323-6000 or toll free at 866-323-6003.

The Workers' Compensation insurance carrier has the right to select the doctor who will treat the injury. An injured employee **may seek the services of any other provider**, but if the claim is determined to be compensable, those services may be considered unauthorized and payment will be **limited to a maximum of \$500**. If an employee is not satisfied with the treatment/diagnosis received by a contracted or authorized provider, they should contract their Workers' Compensation claims adjuster at 785-296-2364.