

APPENDIX J

REPORTING AND MANAGING AN INJURY

(Several sets of documents/forms are in the back pocket of this Laboratory Safety Plan binder)

Documents to be given to or completed by injured employee:

- Brochure: “Workers’ Compensation Information For the University of Minnesota”
- Minnesota Workers’ Compensation System Employee Information Sheet
- Frequently Asked Questions About Work Related Injuries
- Workers’ Compensation Employee Incident Report (to be completed and returned to supervisor)
- Employer’s Authorization for Care (to be completed by supervisor first and taken to medical provider)
- Work Status Report Form (to be completed by medical provider and returned to supervisor within 24 hours of medical exam)

Documents to be completed by supervisor of injured employee:

- First Report of Injury Form (within 24 hours of injury)
- Supervisor Incident Investigation Report (within 24 hours of injury)

Document to sent by the supervisor to Sedgwick Claims Management Services:

- Completed First Report of Injury Form (fax to 952-826-3785 within 24 hours of injury)

Documents to be sent by the supervisor to U o f MN Workers’ Compensation Department:

- Completed First Report of Injury Form (fax to 612-627-1855 within 24 hours of injury)
- Completed Employee Incident Report (fax to above # or mail to address on form)
- Completed Supervisor Incident Investigation Form (fax to above # or mail to address on form)
- Returned Work Status Report Form (fax to 612-627-1855 within 24 hours of medical exam)

Note that the University can be fined for late reporting. Any fine, up to \$2,000 may be charged back to the department responsible for the late reporting.