

**UMKC**  
**Employee On-The-Job Injuries**  
**4/28/15**

1. The EMPLOYEE must immediately report to his or her SUPERVISOR any injury experienced at work. This includes any injury that requires immediate medical care and any, which may in the future need medical attention. UMKC EMPLOYEES should provide first aid for injuries when appropriate.
2. For serious injuries and emergencies, notify UNIVERSITY POLICE, **ext. 1515** from a campus phone. If emergency medical care is necessary, the UNIVERSITY POLICE should arrange transportation to the nearest emergency medical facility and immediately notify RISK MANAGEMENT.
3. The SUPERVISOR should record details of any injury reported and assemble the following information: employee's name and home telephone number a description of the accident (including date and time of injury)  
body part(s) affected or type of illness (be specific as to left/right etc.)

The SUPERVISOR should call RISK MANAGEMENT, **ext. 1623** and convey the above information (voice mail is acceptable after hours) and a telephone number where you can be reached. This information will also be necessary when completing the UMKC Report of Employee Injury form.

4. If the injury is reported during regular business hours, RISK MANAGEMENT will obtain a doctor's appointment for the EMPLOYEE.

If the injury is reported after-hours, the telephone system will page RISK MANAGEMENT (see step 3). If someone does not return your phone call within 30 minutes, the SUPERVISOR should send the employee to the Research Hospital Emergency Room for treatment.

5. If the EMPLOYEE needs medical care on the working day of the injury, the SUPERVISOR should either arrange transportation to and from the medical facility or allow the employee to use his or her personal vehicle, if the employee is willing and able to do so.

**NOTE:** Should authorized medical care be required at any other time, the EMPLOYEE will be responsible for the transportation.

6. The SUPERVISOR, **never the EMPLOYEE**, will fill out the [UMKC Report of Employee Injury form](#) and sign where it indicates "Submitted By." Submit a report of injury form to RISK MANAGEMENT within 24 hours of being notified of an injury if the injury requires medical attention or may reasonably in the future require medical attention (a fax copy is acceptable).

- 7.** The EMPLOYEE should deliver to the SUPERVISOR a copy of the Injury Status Report (obtained at the clinic) as soon as reasonably possible. The SUPERVISOR should promptly send the Injury Status Report to RISK MANAGEMENT. The EMPLOYEE should not be returned to work without the SUPERVISOR receiving a copy of the Injury Status Report.
- 8.** EMPLOYEES should obtain an authorization from RISK MANAGEMENT to fill any new prescriptions. EMPLOYEES should bring their written prescription to the RISK MANAGEMENT office during regular business hours. If an EMPLOYEE needs to fill a new prescription after-hours or is unable to travel to the campus, call RISK MANAGEMENT (816 235-1623) for further instructions.
- 9.** The SUPERVISOR should notify RISK MANAGEMENT whether the department can or cannot accommodate any work restrictions listed on the Injury Status Report.
- 10.** The SUPERVISOR should call RISK MANAGEMENT if the EMPLOYEE misses any work (regardless of whether or not authorized by our attending physician) which is attributed to an on-the-job injury.