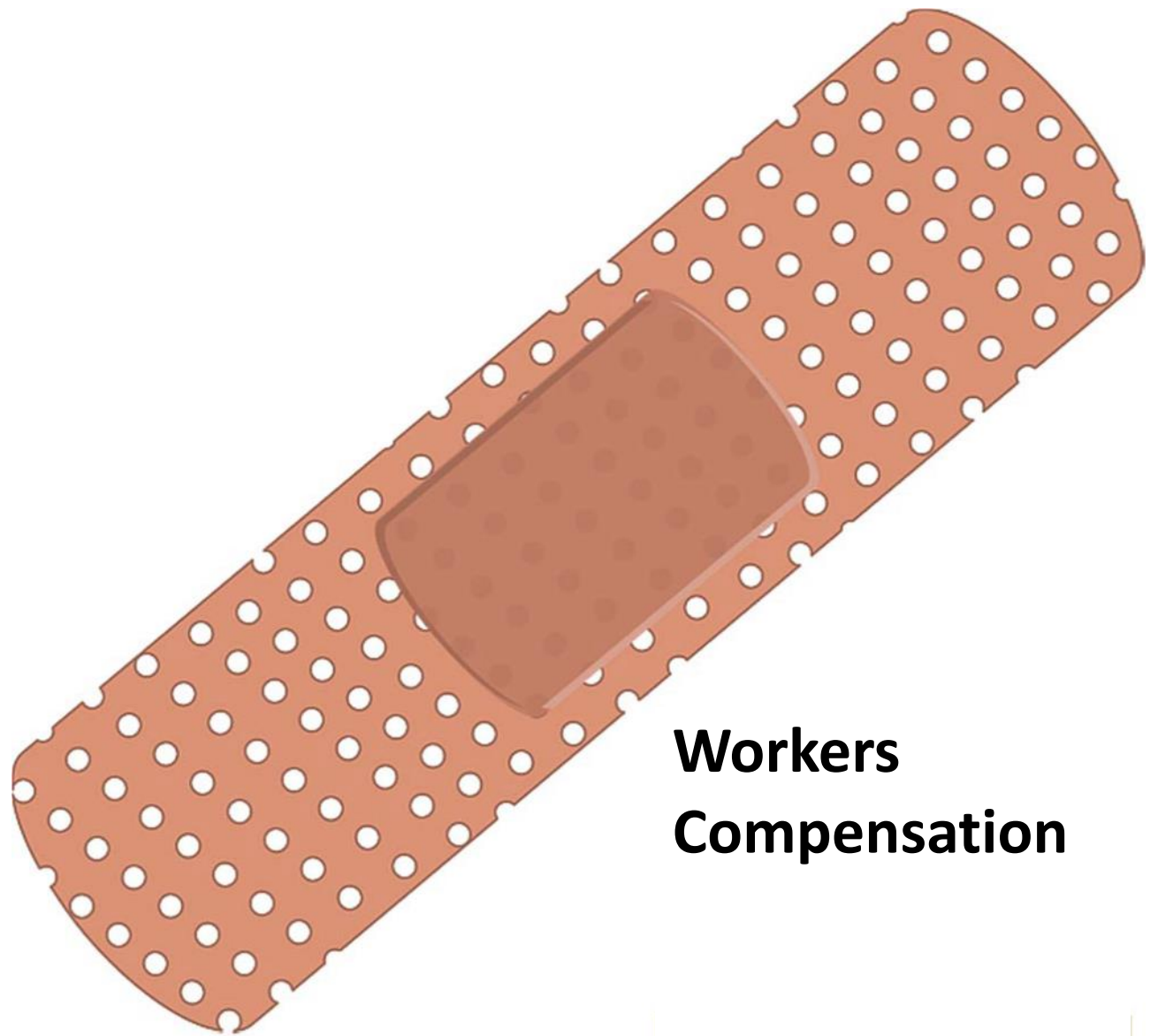


Additional Information

- Coverage under the law begins on the first day you begin working for WSU.
- Workers Compensation pays employee medical care for compensable job-related injuries, disability, or death.
- The State Self-Insurance Fund (SSIF) in Topeka processes/ manages all claims and determines if the event is compensable. You may contact SSIF at (785) 296-2364.
- Any time away from work to attend doctor's visits related to the incident must be covered by the employee's sick leave.
- An employee cannot and will not be fired, demoted, or otherwise discriminated against for filing a claim in good faith.
- Please refer to the Office of Human Resources website for a full description of Workers Compensation:
www.wichita.edu/hr/workcomp



Workers Compensation



WICHITA STATE
UNIVERSITY
HUMAN RESOURCES

What to do when a work-related accident or occupational illness occurs

When an accident or workplace illness occurs...

When a WSU employee has a workplace accident or has an occupational illness, follow these steps:

1 Notify your Supervisor or Department Manager ASAP

It is crucial that you notify your supervisor/department manager when the accident has occurred.

WSU and your supervisor have to report **every injury** within 30 days, even if no treatment is needed at the time. Treatment under the State of Kansas Workers Compensation program is managed by the State Self Insurance Fund (SSIF), who reviews and makes determination on compensability. Supervisors call SSIF at (785) 296-2364 to file the first report.

Serious/Emergency incidents
(life/limb-threatening; broken bone,
profuse bleeding, head injury,
stiches, etc.):
First, seek immediate medical
attention or call 911



- 1) Seek treatment from the closest available health care provider regardless of network affiliation. On campus, 911 connects a caller to the WSU Police Department, who will send first aid or an EMT to assist you.
- 2) Report injury to your supervisor or department to file a claim with SSIF – SSN, birthdate, and accident details required.

Minor injury (sprain, strain,
etc.):

First, contact your Supervisor
or Department Manager



- 1) Contact your supervisor or department manager to file a claim with SSIF – SSN, birthdate, and accident details required.
- 2) SSIF will determine whether you are authorized to seek medical attention under the State Workers Compensation program.
- 3) SSIF will notify your supervisor/you when a determination is made on whether or not treatment is authorized. If you are authorized to seek treatment, SSIF will schedule an appointment for you at an approved healthcare provider location.

NOTE: You may seek treatment prior to SSIF authorization if you feel it is necessary, but you will need to proceed with treatment under your personal health insurance. If your SSIF claim is denied, you will be responsible for any billing associated with your injury or illness.

2 Within three business days, complete an Employee Accident and Illness Report & Prescription Form

The employee or supervisor must complete an Employee Accident and Illness Report and Prescription Form and submit it to Human Resources, campus box 15, totalrewards@wichita.edu, or fax to 316-978-3201 within three (3) days. This form is available online at: www.wichita.edu/hr/workcomp.

3 Provide any Work Status Statements Given by the Treating Physician to your manager and HR

Before returning to work, any work status forms should be provided to the employee's supervisor and brought immediately to HR. If returning with restrictions, the employee will work with the supervisor to determine if the restrictions can be accommodated. The form must be provided to supervisor and HR each time the employee visits the physician, including when the he/she has been released to full duty.