

What to do if a workplace accident or illness occurs...

1. Notify your supervisor or department manager.

Emergency (life/limb-threatening): Call 911. Steps 2-3 occur after care.

Serious (broken bone, profuse bleeding, head injury, stitches, etc.):

Seek urgent/emergency care. Steps 2-3 occur after care.

2. Supervisor calls State Self-Insurance Fund (SSIF) to file Workers Compensation (WC) claim and authorize treatment.

SSIF Ph: 785-296-2364, 8am to 5pm, Mon—Fri

(Not filing WC, skip to step 3)

Supervisors: have employee's SSN, birthdate, incident details for call.

If SSIF authorizes, they'll schedule all appointments at a provider.*

3. Complete [Employee Accident/Illness Report](#) for HR- visit www.wichita.edu/WorkComp to access.

What if a workplace accident/illness occurs after hours???

First: Notify a supervisor

If it's an Emergency (life/limb-threatening): Call 911. Steps 2-3 above occur after care.

If it's Urgent/Serious: Proceed to nearest provider. Steps 2-3 above may occur after care.

Near campus provider options:

Wesley ER, 550 N. Hillside or 2610 N. Woodlawn, open 24 hours

Via Christi Immediate Care, 3311 E. Murdock, 5pm-7:30pm, M-F,
7:30am-7pm, Sat-Sun

If it's a Minor Injury or Illness: Wait until 8am to 5pm to complete steps 2 and 3 above before seeking treatment.

**You may seek treatment prior to SSIF authorization if you feel it's necessary, but you will need to proceed using your own health insurance. If your SSIF claim is denied, you'll be responsible for any billing for your injury or illness.*