



In the event that an employee is injured, or reports an incident where injury potentially happened, but refuses medical treatment, the following steps must be followed:

- 1) If the employee needs emergency medical treatment – Contact 911 or Emergency Medical Services.
- 2) For minor injuries – If capable, provide First Aid.
- 3) Provide the employee a copy of the Medical Provider Panel of Designated Physicians.
- 4) Have the employee circle the location they have selected and sign the panel.
- 5) Transport or direct the employee to go to the selected provider.
- 6) When capable, have the employee provide a written statement of the injury incident. Ensure the employee signs and dates the written statement.
- 7) Report the injury to Human Resources.
- 8) If unavailable, or after normal business hours, you can access the forms on the Human Resources web page and email them to [veronicagiamusso@kings.edu](mailto:veronicagiamusso@kings.edu).
- 9) Complete a Supervisor's Initial Injury Investigation Report.
- 10) If you are injured at work or think you have been injured as a result of work, contact your supervisor immediately.
- 11) With your supervisor, complete and sign an Employee Incident Report.
- 12) If medical treatment is required or if you request to see a doctor, go to a provider listed on the approved provider panel (herein referred to as the Panel) of Designated Physicians and Preferred Care Providers.
- 13) King's College has an approved provider panel (herein referred to as the Panel) of Designated Physicians and Preferred Care Providers. The State of Pennsylvania Workers Compensation Act specifies that, for ninety (90) days from the date of injury, you must visit one of the providers on the Panel. If after the ninety (90) day period you wish to change medical providers, please contact Human Resources or your supervisor and notify them within five (5) days of your scheduled visit. If you neglect to use this process for seeking treatment you will be responsible for the cost of that visit.\*  
**\*Note: This procedure will vary depending on specific state workers' compensation statutory provisions.**
- 14) In the event that you need to go to the emergency room (ER), all follow-ups should be made through Concentra Medical Center, then follow the process above if you wish to change providers after the first follow-up.
- 15) The medical provider will provide you with a form that lists your injury, treatment plan, and work capacity. You must return this form to Human Resources, who will work with your supervisor to adjust your tasks to fit your restrictions.
- 16) Provide your supervisor and Human Resources, in writing, with a list of your follow-up appointments/dates. If you are unable to make a follow-up appointment, you must notify your supervisor a day before your appointment.
- 17) If you are removed from work by the doctor, you are responsible for keeping your supervisor and Human Resources informed of your current address, phone number, medical status, and follow-ups.
- 18) Only the doctor can remove you from work. If you have NOT been taken out of work by the doctor, and you feel you cannot do your transitional duty job, you MUST contact Human Resources immediately.
- 19) In this case, Human Resources will request that you be seen to reassess your injury and work status.
- 20) If you have any questions, contact your supervisor or Human Resources immediately.



21) AS ALWAYS, PREVENTION IS YOUR BEST COURSE OF ACTION.

*I, the undersigned, agree that I have been provided the above injury reporting procedures, understand my responsibilities for injury reporting and staying at work, and will abide by them to the best of my ability.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*I, the undersigned, agree that I have provided and explained the above injury reporting procedures to the injured employee.*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_