



UNIVERSITY OF
NOTRE DAME

RISK MANAGEMENT AND SAFETY

September 9, 2016

**EMPLOYEE INFORMATION REGARDING
THE UNIVERSITY'S WORKER'S COMPENSATION PROGRAM**

Indiana's Worker's Compensation Act provides for medical care and other benefits to employees who suffer "personal injury, illness or death by an accident arising out of and in the course of their employment". This letter is provided to inform new employees and to remind all other employees of the procedures one must follow in the event of a work-related injury or illness.

All injuries/illnesses must be immediately reported to your supervisor. Your supervisor will provide you with a "Supervisor's Report of an Injury to the Wellness Center" form. This form authorizes the Wellness Center to provide medical treatment under the University's Worker's Compensation Program. If your supervisor is not available, call Security (631-5555). If an injury requires emergency medical care, dial 911 for immediate assistance. Please visit our website at <http://riskmanagement.nd.edu/workers-compensation/>.

Medical treatment for injuries incurred at work will be administered on campus by the Wellness Center. Necessary referrals to other physicians, specialists, or facilities will be handled by the Wellness Center. The Wellness Center is staffed 7a.m. to 7p.m. Monday - Friday, as well as scheduled hours on most Saturdays and some Sundays (call 574-634-9355 for Saturday and Sunday Hours). When medical treatment cannot be provided by the Wellness Center, care or treatment will be provided by Med Point 24 (574-647-1552) at 6913 N. Main St. Granger, IN, or if the injury requires emergency care please use St. Joseph's Medical Center Emergency Room (5215 Holy Cross Parkway) **in Mishawaka, off Douglas Rd.**

Again, all injuries/illnesses incurred at work must be reported to your supervisor the same day. This will help prevent any misunderstandings regarding your claim or the furnishing of medical care. By immediately contacting your supervisor, you are provided an opportunity to seek immediate medical attention at the Wellness Center. Expenses for work-related injuries/illnesses not reported to your supervisor, expenses for injuries/illnesses later determined to be unrelated to work, or charges from medical professionals or facilities not referred to in this letter, will not be reimbursed.

If you have any questions regarding these procedures or other worker's compensation matters, please contact Michael McCauslin or Carla Gruse, Risk Management & Safety Department, 636 Grace Hall (631-5037).

Michael D. Seamon
Vice President, Campus Safety & Event Management