

September 13, 2018

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 document your injury and direct you to Notre Dame Wellness Center. If an injury requires emergency medical care, dial 911 for immediate assistance. Please visit our website at <https://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 made 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, 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.

Work Related Medical Records

Please note that all employees have access to their medical records. Medical records can be requested from the Notre Dame Wellness Center and must be provided within 15 days of the request. Employee medical records are retained for the duration of employment plus 30 years. Others who have access to employee medical records include medical personnel who treat employees and maintain records, OSHA/NIOSH for work related injuries and illnesses, and those to whom you give written permission.

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

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