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# Worker's Compensation

## Procedure Overview

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- When employees are injured on the job the University provides Worker's Compensation care to the injured employee.
  - If medical care is desired at the time of reporting, the employee should be sent to the Notre Dame Wellness Center with the authorization form called "Supervisor's Report to the Wellness Ctr."
  - The hours of the Wellness Center are 7 am. – 7pm. daily M-F and Saturday mornings. If the Wellness Ctr. is closed employees shall seek treatment at MedPoint24.
  - If the injury requires immediate emergency care the employee shall seek treatment at St. Joseph Regional Medical Center located on Douglas Rd. Mishawaka IN.
  - The employee is responsible for sharing the return to work slip with their Supervisor/Manager after each appointment.

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- If the injury requires time away from work by an approved Worker's Compensation Provider or if restrictions are unable to be met by their department, the employee may be eligible for salary replacement. The employee shall ask their Supervisor to reach out to the, Claims Specialist, (574) 631-7532 in the Risk Management & Safety department for current guidelines.
  - RM&S shall record all injuries and alert any State organizations such as OSHA or the Indiana Worker's Compensation board of severe injuries as listed in the OSHA guidelines.