

The University of Oklahoma

Instructions to Supervisors and Managers for Reporting Work-Related Injuries/Illnesses

1. If the employee is transported to the hospital, call and leave a message at 325-0866 or email Carrie Clark at carriec Clark@ou.edu as soon as possible!

2. When an injury or illness is reported to you, the employee must complete the **“OU Employee’s Report of Injury”** form, the **“Employee Medical Authorization”** form and the **“Employee Medical Questionnaire”** form. The supervisor must complete the **“OU Supervisor’s Report of Injury”** form.

3. If the injury does not require medical attention, complete the **“OU Supervisor’s Report of Injury”** form, have the employee complete the **“OU Employee’s Report of Injury”** form and the **“Medical Treatment Waiver”** form and send the Department of Risk Management.

4. If the injury does require medical attention, **all employees must seek treatment at a) Goddard Health Center; b) Norman Regional Occupational Medicine Clinic; or c) any urgent care facility.** Complete the **“Workers’**

Compensation Referral” form for the employee to provide to the medical provider prior to treatment, and complete the **“First Fill Program”** form and provide to the employee to use at the pharmacy if the doctor prescribes a prescription for the injury.

5. *If the employee has been injured by a medical device such as a hypodermic needle or scalpel, complete the **“OU Supervisor’s Supplemental Report for Needle-stick and Sharps Injuries”** form.*

6. *Forms can be completed on the webpage, saved to your computer and emailed to Carrie Clark at carriec Clark@ou.edu or faxed using the **“Fax Cover Sheet”**.*

7. *Forms must be submitted to the Department of Risk Management **within 24 hours** of the injury. Under the new Workers’ Compensation law (effective 2-1-14) a fine will be assessed for delay in filing the claim.*

8. Require the employee to obtain a **“Return to Work Status Report”** or **“Form 5”** from the doctor

and provide it to you after each visit. Do not allow an employee to return to work without a release from the doctor.

9. *It is important to forward all doctors’ work status reports and Form 5’s to the Department of Risk Management after each doctor visit.*

10. Any **hours missed from work** must be reported as OJI Hours on the OU Payroll System.

OU Payroll Division coordinates the very complicated process affecting an employee’s income when he/she cannot work because of doctor’s orders. Ensure that all hours an employee misses from work due to the injury are reported under the OJI column of the time record.

11. If you have any questions, please call the Department of Risk Management at 325-0866.

Check the OU Web Page at www.ou.edu/risk for the most up-to-date forms and information.