

TO: Employees of MSU Denver  
FROM: Human Resources  
SUBJECT: **Work-Related Injury or Illness**

Attached are the procedures you must follow for a work-related injury or illness. We hope that you will not find it necessary to utilize this benefit, however, if the need arises, you must follow the attached procedures very carefully.

Failure to do so may cause a financial burden on you. Your medical insurance might not cover work-related injuries.

Please sign and return the last page (EMPLOYEE NOTIFICATION OF WORKERS' COMPENSATION PROCEDURES) and return the last page to the Human Resources Office at Campus Box 47 indicating your knowledge of and agreement to adhere to MSU Denver Work-Related Injury or Illness procedures.

Thank you.

## **Workers' Compensation Procedures (Work Related Injury or Illness)**

### **I. General Guidelines**

These guidelines may be used to treat most emergencies

- A. Immediate attention is to be given to the immediate medical needs of an injured person.
- B. In the case of major trauma or "life or limb threatening" accidents, call an ambulance for transportation to the nearest emergency room.
- C. If there is any doubt about safety, it is strongly advised that a non-medical person refrain from moving an injured person.

### **II. General Procedures**

- A. Except in the case of a serious or life-threatening emergency, an injured employee must be treated by one of the three MSU Denver designated providers: (locations & phone numbers are attached).
  - Concentra Medical Center - the location nearest to Auraria Campus is 1730 Blake Street, Suite 100, 303-296-2273. (See Page 4 for more locations.)
  - HealthONE - the location nearest to Auraria Campus is 9195 Grant Street Suite 100 Thornton, CO 80229 Phone: (303) 292-0034. (See Page 5 for more locations.)
  - Midtown Occupational Health Services (located at Diamond Hill Office Complex Building D, Suite 200, 2420 West 26th Avenue, 303-831-9393.)

Failure to comply may cause you to risk liability for all medical expenses. It is recommended that the employee's supervisor or the Human Resources office call the facility chosen to authorize treatment before sending the patient. The hours of operation of the above facilities are generally 8:00 a.m. - 5:00 p.m., Monday through Friday. Medical evaluation, testing or consultation will be conducted. It is possible that the designated provider will refer the patient for additional medical services. Parking is available at each facility

- B. Workers injured on the job, within the course and scope of their job duties, must report the injuries or illness within four days of occurrence, in writing, to their supervisor. For an illness, such as a repetitive motion injury, the date of decision (the day you decide you need to see a doctor) or the date of diagnosis is the date of injury regardless of the length of time passed. The First Report of Injury is then filled out by your immediate supervisor, using your written statement. Because the State is self-insured for workers' compensation, the First Report and your written statement are sent to the Workers' Compensation provider and State Risk Management.

- C. Following examination by the physician, the patient will be given copies of the Worker's Compensation Physician's Initial Report or attending physician's report. The original should be kept in the supervisor's files. A copy will be retained by the employee for medical instruction and return appointments as applicable. The Human Resources Office will receive a copy from the physician's office.
- D. The attending physician's report will indicate when the employee is able to return to work. The employee must show this form to the supervisor, and return to work on the date the physician indicates on this form.
- E. Supervisors should be notified immediately if the employee continues to experience problems or concerns as a result of the injury. All concerns are significant and should be referred to the employee's supervisor, the designated medical provider, and to the Human Resources Office.
- F. The Worker's Compensation provider is responsible for payment of medical expenses if an injury or illness is determined to be work related and the proper procedures have been followed. If an employee's claim is denied, the employee must seek reimbursement from their own insurance carrier and face responsibility of payment if the claim is denied at that point.

### **III. After Hours Procedures**

- A. The employee is responsible for informing the supervisor and the Human Resources office when treatment has been received after hours.
- B. Leave time taken during work hours by administrators and classified employees must be reported as IOJ (Injury on Job) leave. The first 24 hours of any lost time injury will be paid using the injured employee's available sick leave. Please contact Human Resources to discuss documentation of any injury leave so that time off can be coordinated with Pinnacol for appropriate benefits management.

**Clinics open Monday through Friday (Note: hours of operation vary)**  
**Preference Hours are due to paper work**

**CONCENTRA**

10355 East Illiff Ave.  
Aurora, CO 80247  
Phone: (303) 755-4955 Fax: (303) 755-4956  
Hours: 8:00 am-5:00 pm, Mon-Fri  
New Injury-Walk-ins Only

15235 E 38th Ave  
Aurora, CO 80011  
Phone: (303) 340-3053 Fax: (303) 340-3862  
Hours: 8:00 am – 8:00 pm, Mon-Fri  
8:00 am-4:00 pm, Sat  
New Injury-Walk-ins Only  
Preference Hours: 7:00 am-4:00 pm, Mon-Fri

3300 28th Street  
Boulder, CO 80301  
Phone: (303) 541-9090 Fax: (303) 541-9393  
Hours: 8:00 am – 6:00 pm, Mon-Fri  
New Injury-Walk-ins or Appointments  
Preference Hours: 8:00 am – 6:00 pm, Mon-Fri

2322 South Academy Boulevard  
Colorado Springs, CO 80916  
Phone: (719) 390-1727 Fax: (719) 390-9690  
Hours: 8:00 am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins Only  
Preference Hours: 8:00 am – 4:15 pm, Mon-Fri

5320 Mark Dabling Boulevard  
Colorado Springs, CO 80918  
Phone: (719) 592-1584 Fax: (719) 592-0965  
Hours: 8:00 am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins Only

1212 S. Broadway, Ste. 150  
Denver, CO 80210  
Phone: (303) 777-2777 Fax: (303) 871-0218  
Hours: 7:00 am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins Only  
Preference Hours: 7:00 am – 4:00 pm, Mon-Fri

5855 Stapleton Dr. North Unit A130  
Denver, CO 80216  
Phone: (303) 355-2389 Fax: (303) 371-7364  
Hours: 7:00 am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins Only  
Preference Hours: 7:00 am – 5:00 pm, Mon-Fri

**CONCENTRA CONT.**

11877 E. Arapahoe Rd.  
Centennial, CO 80112  
(303) 792-7368 Fax: (303) 858-7076  
Hours: 8:00 am – 6:00 pm, Mon-Fri  
New Injury-Walk-ins Only/Unless Physical Visit- Appt. Ok

620 S. Lemay  
Fort Collins, CO 80524  
Phone: (970) 221-5811 Fax: (970) 221-5817  
Hours: 7:00 am – 7:00 pm, Mon-Fri  
9:00 am – 1:00 pm, Sat  
New Injury-Walk-ins Only  
Preference Hours: 7:00 am – 6:45 pm, Mon-Fri  
After Hours Phone: (970) 221-5811

11185 W 6th Ave  
Lakewood, CO 80215  
Phone: (303) 239-6060 Fax: (303) 239-6046  
Hours: 8:00 am – 6:00 pm, Mon-Fri  
New Injury-Walk-ins Only  
Preference Hours: 8:00 – 3:30 pm, Mon-Fri

20 West Dry Creek Circle Suite 100  
Littleton, CO 80120  
Phone (303) 798-1009 Fax: (303) 798-1324  
Hours: 8:00 am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins or Appointments  
Preference Hours: 8:00 am – 4:00 pm, Mon-Fri

500 East 84th Avenue, Suite B-14  
Thornton, CO 80229  
Phone: (303) 287-7070 Fax: (303) 287-7373  
Hours: 8:00 am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins or Appointments  
Preference Hours: 8:00 am – 3:30 pm, Mon-Fri

1730 Blake Street Suite 100  
Denver, CO 80202  
Phone: (303) 296-2273 Fax: (303) 296-8330  
Hours: 8:00 am – 6:00 pm, Mon-Fri  
New Injury-Walk-ins Only

**MIDTOWN OCCUPATIONAL HEALTH SERVICES**

2490 West 26th Avenue Building A, Suite 230  
Denver, CO 80211  
Phone: (303) 831-9393 Fax: (303) 831-6335  
Hours: 7:00 am – 6:00 pm, Mon-Fri  
New Injury: Walk-ins Only

**HEALTH ONE**

1444 South Potomac Street Suite 200  
Aurora, CO 80012  
Phone: (303) 214-0000 Fax: (303) 343-8135  
Hours: 7:00am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins and Appointments  
Preference Hours: 7:00 am – 4:30 pm, Mon-Fri

5620 S Parker Road  
Aurora, CO 80015  
Phone: (720) 446-5893 Fax: (303) 218-4247  
Hours: 8:00 am – 8:00 pm, Mon-Sat  
8:00 – 5:00pm Sun  
New Injury-Walk-ins or Appointments

5990 S. University Blvd.  
Greenwood Village, CO 80121  
Phone: (303) 788-9292 Fax: (303) 788-9265  
New Injury-Walk-ins Only  
Preference Hours: 8:00am-8:00pm, Mon-Sat  
8:00am-5:00pm, Sun

9195 Grant Street Suite 100  
Thornton, CO 80229  
Phone: (303) 292-0034 Fax: (303) 292-0097  
Hours: 7:00 am – 5:00 pm, Mon-Fri  
New Injury-Walk-ins Only  
Preference Hours: 7:00 am – 4:30 pm, Mon-Fri

**HOSPITALS/EMERGENCY AND WEEKEND CARE FULL  
SERVICE 24 HOURS/7 DAYS A WEEK**

Medical Center of Aurora-South Campus  
1501 South Potomac St.  
Aurora, CO 80012  
(303) 695-2600

Presbyterian/St. Luke's Medical Center  
1719 East 19<sup>th</sup> Avenue  
Denver, CO 80218  
(303) 839-6000

Rose Medical Center  
4567 East 9<sup>th</sup> Avenue  
Denver, CO 80220  
(303) 320-2121

Swedish Medical Center  
501 East Hampden Avenue  
Englewood, CO 80113  
(303) 788-5000

Medical Plaza-Centennial  
14200 East Arapahoe Road  
Centennial, CO 80112  
(303) 699-3000

North Suburban Medical Center  
9191 Grant Street  
Thornton, CO 80229  
(303) 451-7800

Porter Adventist Hospital  
2525 South Downing Street  
Denver, CO 80210  
(303) 778-1955

Saint Anthony North  
2551 West 84th Avenue  
Westminster, CO 80031  
(303) 430-5560

Littleton Adventist Hospital  
7700 South Broadway  
Littleton, CO 80122  
(303) 730-8900

Avista Adventist Hospital  
100 Health Park Drive  
Louisville, CO 80027  
(303) 673-1000

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**EMPLOYEE NOTIFICATION OF WORKER'S COMPENSATION PROCEDURES\***

I, \_\_\_\_\_ (print your name), have been notified by my employer/supervisor of the Worker's Compensation Procedures. In the event I am involved in a work related injury or illness, I understand that MSU Denver has designated Concentra Medical Center, Midtown Occupational Health Services, HealthONE and the Student Health Center as the approved medical providers for all work related injuries or illnesses. I understand that if I do not receive medical care for work related injuries or illnesses from the designated clinic or an approved 24-hour after care facility, or any specialists to which they refer me, EXCEPT IN THE CASE OF A SERIOUS EMERGENCY; I could be financially responsible for payment of that care. I have received the above referenced procedures and have been informed that authorization is required from my employer before I seek medical care for non-emergency, work related injuries or illnesses.

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Signature

Date

**\*Submit to Human Resources after signature**