

EVANGEL UNIVERSITY

Workers' Compensation Procedures

Steps to follow when an Employee receives a Work-related Injury:

Missouri DOL defines a Work-related Injury as “any injury caused by the job in the course of employment” and states that “Worker’s comp. does not cover self-inflicted injuries and may be denied if injury occurs under the influence of drugs or alcohol and may be reduced if employee fails to use safety devices or follow safety rules required by employer.”

Step 1: ASSESS and Report injury immediately to supervisor or the Human Resources Department.

- **If Minor Injury:** first aid only injuries should be treated by our campus nurse at the Wellness Center.
- **If in need of Medical Attention:** contact Robin in Human Resources (or supervisor if after hours) to approve urgent care visit and make appointment.
 - Evangel University requires that you see one of the physicians at Mercy Clinic West Kearney (2120 W. Kearney St., Springfield, 65803)
 - Their office hours are: 8 a.m.-9 p.m. Monday – Friday;
9 a.m.-7 p.m. Saturday & 12 p.m.-6 p.m. Sunday
 - IF you are a Supervisor: Call 869-6191 ahead and let them know it IS Worker’s Comp for Evangel University.
 - Walgreens is the pharmacy that fills Workers’ Compensation prescriptions.
- **If Serious Emergency:**
 - Life-threatening injuries or serious injuries occurring after hours should be directed to the Emergency Room. Let the hospital know that the injury is work-related.
 - If an ambulance is required: CALL EXTENSION 911 (NOT 9-911) through the Public Safety Dispatcher on a campus phone. Public Safety will escort the ambulance to the location on campus and dispatch a Safety Officer.

Step 2: Complete and turn in an injury report to the Human Resources Department within 24 hours of the incident.

- You can obtain one from your supervisor or in the Public Folder under Campus Documents, Worker’s Comp. Fill it out in detail and have your supervisor complete and sign the back.

If you have any questions or concerns about Workers’ Compensation, contact the Human Resources Department.