

Employee's Quick Guide to Injury Management



Step 1: Reporting Your Injury

All ORU & UBI employees are covered for workers' compensation benefits which are provided under The Workers' Compensation Act, O.S. Title 85. You are required to report every injury/illness, regardless of how minor it is, to your supervisor immediately. Failure to report an injury/illness in a timely manner could legally result in your loss of benefits.

To report your injury/illness:

1. **For emergencies:** Someone is to call Security **918-495-7750** and Security will notify EMSA and guide them to your location.
2. **For serious non-emergencies:** communicate your injury/illness to your supervisor. Your supervisor or a co-worker will accompany you to one of the medical facilities below. Security is available for transport to/from the medical facility.

The following forms will be given to take with you by your supervisor:

[Workers' Compensation Referral form](#) - must be given to the medical facility upon your arrival.

[Employee's Report of On-the-Job Injury/Illness](#) – this form is due to Risk Management within 24 hours of the injury or the notice of the injury to your supervisor.

[First Fill Prescription form](#) – follow the instruction on this form for a free first-fill of your prescription(s).

3. **For non-emergencies:** your supervisor will give you the above mentioned forms and notify Risk Management. Once notified the Risk Mgmt. office will direct which facility to visit for treatment.

Medical Facilities

If a non-emergency injury occurs after hours please go to one of the below facilities during their business hours.

Premiere Family Care

2440 E. 81 St

(southeast corner of 81st & Lewis)

918-477-5190

Hours: M-F, 8am—6pm and Sat 9am—1pm

MedNOW

Tulsa Hills Shopping Center

7127 S Olympia Ave.

918-665-9500

Hours: M-F, 8am—8pm and Sat & Sun 9am—4pm

Access Medical Center (formerly ErgentCare (NextCare))

9716 Riverside Pkwy (behind Outback Steakhouse)

918-528-4897

Hours: M-Sat, 9am—9pm and Sun 1pm— 9pm

Step 2: Return to Work

After receiving medical treatment and prior to beginning your work duties provide the doctor's documentation to the Risk Mgmt. office and/or your supervisor. If your physician has prescribed light/transitional duties your supervisor will discuss with you what job duties are available based on your ability to work. It is our goal to have transitional duty available for you.

If you cannot personally deliver the doctor's status report, it can be faxed to Risk Management at 918.495.7563 or mailed to your supervisor in care of Oral Roberts University, 7777 South Lewis Avenue, Tulsa, OK 74171.

You must keep all follow-up doctor appointments and provide return-to-work documentation to your supervisor after each visit. Failure to keep follow-up appointments could legally result in your loss of benefits.

For more Workers' Compensation details please refer to [ORU Employee Handbook](#) which can be located on the staff/faculty intranet, Human Resources webpage. Online forms can be found on the [Risk Management](#) intranet website.

ORU Risk Mgmt. office: 918-495-7560 or Marleen Jones mjones@oru.edu.