

Supervisor's Quick Guide to Injury Management



Step 1: Assess the Situation

- For emergencies call Security **918-495-7750**. Security will notify EMSA and guide them to your location.
- For serious, non-emergency injuries accompany or transport the employee to one of the approved medical facilities listed below. Security is available for transport to/from the medical facility.
- For non-emergencies provide First Aid treatment and/or send them to one of the medical facilities listed below.

Step 2: Send to a Medical Facility

Send with your employee the following forms:

1. [Workers' Compensation Referral form](#) – must present this form at their arrival at the medical facility.
2. [First Fill Prescription form](#) - employee presents at the pharmacy for required prescriptions and they will not have to pay for their prescription.

<u>Medical Facilities</u>	
<i>If a <u>non-emergency</u> injury occurs after hours please go to one of the below facilities during their business hours.</i>	
Premier 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 3: Supervisor's and the Employee's Reports

*Supervisors must complete the on-line [Supervisor's Report of On-the-Job Injury/Illness](#) form and the employee must complete the on-line [Employee's Report of On-the-Job Injury/Illness](#) form. Both are due to Risk Management within 24 hours of the injury or the first notice of the injury to the employer.

Step 4: Employee's Return to Work

The employee is required to submit a return-to-work form to the Risk Management office. Upon receipt you and the Risk Management office will verify what transitional duties are available. It is our goal to have transitional duty available for employees returning to work.

If the employee is not able to return to work show your care and concern by following-up with the employee and maintaining contact with them weekly.

*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.