Workers’ Compensation Procedure

Updated 12/2014

NOTE: Workers Compensation Statutes change frequently, and every effort has been made to update this document accordingly. However, Risk Management is the source for the most current Workers’ Compensation procedures: http://www.ehs.colostate.edu/WWorkComp/Home.aspx

• First Report of Injury must be INITIATED as soon as possible
  – Online link: required forms: https://wsnet.colostate.edu/cwis86/EHslogin/default.aspx?From=WorkComp

• Medical attention must be sought by a CSU Authorized Treating Physician
  – For a complete list of CSU Authorized Treating Physicians: http://www.ehs.colostate.edu/WWorkComp/HealthContPrint.aspx

• All claims are subject to review and may not be covered under Workers Compensation unless found compensable under current Worker’s Compensation Statutes.
  – GO TO A CSU AUTHORIZED TREATING PHYSICIAN WHENEVER POSSIBLE as initial visit costs will be covered through Workers Compensation even if it is determined that your illness is not work related. If you must go to the ER or an Urgent Care provider for the specific reasons listed above, you and/or your insurance carrier will be responsible for all health care costs for illnesses/injuries that are NOT related to your employment.
  – However, in order to assure that medical attention is sought appropriately for potentially work related illnesses, CSU may cover certain out of pocket costs for ER or Urgent Care services that are NOT covered under Colorado Workers’ Compensation Statutes (provided that the requirements of this procedure have been properly followed). In general, such coverage will not exceed $2,000.

• CSU Workers’ Compensation Website: http://www.ehs.colostate.edu/WWorkComp/Home.aspx
When to go to a CSU Authorized Treating Physician

- During regular business hours
  - When you have a fever, and you have been in the BSL-3 barrier in the last 5 days
  - When you have a KNOWN exposure to or an injury INVOLVING TUBERCULOSIS
  - When you have a minor injury

- When told by the ER, Urgent Care, or Workers’ Compensation to follow up after an Emergency Room or Urgent Care visit

- Due to limitations in Workers’ Compensation coverage for ER or Urgent Care visits, see a CSU Designated Care Provider whenever possible.
  - For details see Workers’ Compensation Procedure in this packet, or “BSL3 Illness Procedures” online at [http://www.ehs.colostate.edu/WBiosafety/Home.aspx](http://www.ehs.colostate.edu/WBiosafety/Home.aspx) under the bar labeled “BSL3 Illness Procedures, Info, and Emergency Response Packets”.

CSU AUTHORIZED TREATING PHYSICIANS

For NON-EMERGENCY incidents

If you go to the Emergency Room, follow-up with one of these providers

A complete list of designated providers can be found at: http://www.ehs.colostate.edu/WWorkComp/HealthContPrint.aspx
University of Colorado Health Occupational Health Services
4674 Snow Mesa Drive, Suite 200
Fort Collins, CO
(970) 495-8450
Mon-Fri, 7:00am - 6:00pm

FROM FOOTHILLS CAMPUS:
• Right on Overland trail
• Left on W. Prospect Rd
• Left on S. College Ave.
• Left on Harmony Rd.
• Right on Snow Mesa Dr
• Occ Health is on 2nd floor, Suite 200

Approximate drive time is 20 minutes.

FROM MAIN AND SOUTH CAMPUSES:
• South on College Ave.
• Left on Harmony Rd.
• Right on Snow Mesa Dr
• Occupational Health Services is on 2nd floor, Suite 200

Approximate drive time is 15 minutes.
**Workwell Fort Collins**
1600 Specht Point Road, Suite 115
Fort Collins, CO
(970) 672-5100
Mon- Fri, 8:00am - 5:00pm

**Workwell Loveland**
1608 Topaz Drive
Loveland, CO
(970) 593-0125
Mon-Fri, 8:00am - 5:00pm

**FROM FOOTHILLS CAMPUS to Workwell, Fort Collins**
- Turn Right on Overland Trail.
- Turn Left on W. Prospect Road.
- Turn Right at Specht Point Drive.
- Workwell is located on the first floor.

Approximate drive time is 15 minutes.

**FROM MAIN AND SOUTH CAMPUSES to Workwell, Fort Collins**
- Head East on Prospect Road.
- Turn Right at Specht Point Drive.
- Workwell is located on the first floor.

Approximate drive time is 15 minutes.
When to go to the Emergency Room

- When you have a KNOWN EXPOSURE to a BSL-3 infectious agent (other than Tuberculosis)
- When you have a major injury

**WHEN A CSU AUTHORIZED TREATING PROVIDER IS CLOSED** and you have a fever within 5 days of being in the BSL-3 barrier and/or have symptoms associated with disease due to pathogens worked with.
  - IF YOU GO TO THE EMERGENCY ROOM OR URGENT CARE AND ARE DIRECTED TO DO SO, YOU MUST FOLLOW UP WITH ONE OF THE CSU AUTHORIZED TREATING PHYSICIAN THE NEXT BUSINESS DAY.
- Complete list: [http://www.ehs.colostate.edu/WWorkComp/Home.aspx](http://www.ehs.colostate.edu/WWorkComp/Home.aspx)
- If you go to the Emergency Room or Urgent Care, it is your responsibility to follow up by providing them with your Workers’ Compensation claim number and billing information:
  - P.O. Box 4998
  - Greenwood Village, CO 80155
  - Phone: (303) 804-2000
  - Fax: (303) 804-2005
  - Toll-Free: (888) 428-4671
Emergency Room Directions

Please do not drive yourself. Have someone take you. Contact Biosafety if you need a ride. 491-0270
EMERGENCY ROOM NEAREST TO CSU

Go to Emergency Room closest to you

Poudre Valley Hospital
Emergency Dept (Colorado Health Medical Group)
1024 South Lemay Ave
Fort Collins, CO
(970) 495-7000
24 hours, 7 days per week

FROM FOOTHILLS CAMPUS
• Turn Left on Overland Trail
• Turn Right on W. Mulberry Street
• Turn Right on Riverside Avenue
• Turn Right at S. Lemay Avenue
• Hospital is on the East side of the road.

Approximate drive time is 15 minutes.

FROM MAIN AND SOUTH CAMPUS
• Head East on Prospect or Drake
• Turn Left at Lemay Avenue
• Hospital is on the East side of the road.

Approximate drive time is 10 minutes.
Poudre Valley Hospital Harmony

URGENT CARE

Go to an Urgent Care closest to you

FROM FOOTHILLS CAMPUS

• Turn Left on Overland Trail
• Turn Right on Mulberry Ave
• Turn Right on Riverside Ave
• Turn Left on E. Prospect Rd
• Turn Right on Timberline Rd
• Turn Left on E. Harmony Rd
• Facility is on the South side of Harmony Road
• Follow signs to Urgent Care

Approximate drive time is 21 minutes

FROM MAIN AND SOUTH CAMPUS

• Head East on Prospect Rd
• Turn Right on Timberline Rd
• Turn Left on E. Harmony Rd
• Facility is on the South side of Harmony Road
• Follow signs to Urgent Care

Approximate drive time is 20 minutes

PVHs Harmony Urgent Care
2127 E. Harmony Road
Daily, 8 a.m. to 8 p.m.
(970) 297-6250
Biosafety Incident Report Form

**THIS IS NOT A WORKERS’ COMPENSATION INCIDENT REPORT FORM**

If this is an injury, have you filled out a workers’ compensation form?  ☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>CSU ID:</td>
</tr>
<tr>
<td>First Name:</td>
<td>Last Name:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Alt. Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td></td>
<td>Alt. Phone #:</td>
</tr>
<tr>
<td>Name:</td>
<td>Phone #:</td>
</tr>
<tr>
<td></td>
<td>Alt. Phone #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathogen working with:</td>
<td></td>
</tr>
<tr>
<td>Does the pathogen contain recombinant DNA or synthetic nucleic acid molecules?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Location (building, room):</td>
<td>Time of Incident:</td>
</tr>
<tr>
<td>Incident Type (exposure, physical injury, etc.):</td>
<td></td>
</tr>
<tr>
<td>Incident Description (Provide as much detail as possible and list external events that may have contributed to the incident):</td>
<td></td>
</tr>
</tbody>
</table>