



## NORTHERN MICHIGAN UNIVERSITY ACCIDENT REPORTING FOR WORK-RELATED INCIDENTS

### **Workers' Compensation**

Workers' compensation provides medical and monetary benefits for any employee who sustains an injury while performing work duties. Under Michigan law, an injured employee is entitled to immediate first aid and complete medical care at no cost. Further, the law warrants payment of monetary compensation (lost time wages) to the injured employee as long as medical evidence indicates the employee is totally or partially disabled and has sustained a wage loss due to the injury. The Human Resources Department will work closely with the injured employee and his/her department to explain how lost time wages are paid in connection with NMU regular pay. Additional information may be found in the associated union contract or the non-represented employee handbook.

Northern Michigan University utilizes the services of a third-party administrator to pay weekly work comp. wages and to pay medical claims and services incurred by the injured employee. If a provider's office or clinic is in need of billing information for services, they may contact the NMU Human Resources Department to obtain the necessary information.

### **What And How To Report**

Workers' compensation procedures require that all injuries, even those of a seemingly minor nature, such as a minor burn or cut, be officially reported. Sometimes a minor injury can develop into something more serious. All work-related injuries, including those that result in the injured employee seeing a doctor and/or caused absence from work, must be officially reported by submitting an electronic Incident Report. **To access the Incident Report, sign into your MyNMU and select the Employee Services tab.** The link for the Incident Report is in the Public Safety Services Box. The employee shall report the details of the incident to his/her immediate supervisor and the supervisor will complete the electronic report via MyNMU.

### **Report Immediately**

In the event of a work-related injury, the injured employee should obtain first aid as needed and notify the immediate supervisor of the incident as soon as possible. The immediate supervisor should then notify the Human Resources Department about the incident as soon as possible by completing the electronic Incident Report within 24 hours of the accident. The supervisor should also call Human Resources to provide advance notice of serious work-related incidents (examples: an employee strained his/her back; broken bones occurred; loss of finger/toe; loss of life).

**According to MIOSHA, a death needs to be reported within eight (8) hours, and in the event of in-patient hospitalization, loss of an eye, or amputation within 24 hours. If any of these injuries occur, Public Safety and Police Services should also be notified as soon as possible.**

### **Doctor's Statements and Release to Work**

If an employee misses time from work (other than for immediate medical attention) as a result of a work-related injury, a written doctor's statement must be submitted by the employee, or the employee's doctor, to the Human Resources Department. In addition, a doctor's release is required before the employee is permitted to return to work. The release should indicate if any specific work restrictions or limitations have been imposed on the employee. The doctor's release must be submitted directly to the Human Resources Department who will work with the employee's supervisor to determine whether or not any work restrictions may be accommodated. Return to work is determined on a case-by-case basis and is based on the employee's job duties and the restrictions or limitations imposed.

### **Medical Expenses**

If an employee receives any medical bills, or has incurred any out-of-pocket expenses as a result of the work-related incident, he/she should contact the Human Resources Department for assistance in getting the bills paid and/or getting reimbursement for the employee.

### **Leave Time**

An employee's sick leave and/or personal sick leave reserve (AFSCME only) should not be charged to the injured employee's time sheet. On the day the incident occurred, the employee should be paid regular pay for the day. If the employee returns to work within six (6) or less days, then the workers comp. earnings code (WC) may be used to pay the employee for the time missed. If the employee is out for seven (7) or more days, Human Resources will work with the employee to explain lost time wages and NMU regular pay. The employee will receive the difference between workers' comp. wages and regular pay for a maximum of six months and according to the terms of the respective union contract or non-represented employee handbook.

### **Questions**

Any questions concerning work injuries and workers' compensation may be directed to:

Kristen Bjorne  
Director of Benefits – Human Resources Department  
Ph: (906) 227-1030  
Fax: (906) 227-1224  
e-mail: [kportale@nmu.edu](mailto:kportale@nmu.edu)

08/10/2018