

WHAT THE EMPLOYEE SHOULD DO IF INJURED ON THE JOB



1.

Employee reports injury to supervisor.

Injured employee seeks treatment if necessary.

For **life threatening emergencies** call 911. For non-emergencies, choose a treating doctor from the list of Physicians in the IMO-Med Select Network www.utep.edu/eh&s.

2.



3.

If medication is needed press the QR code to print a WCI First Fill Prescription Card.

Injured employee and supervisor will be contacted by the CCMSI adjuster handling the claim.

4.



5.

If any work day(s) are missed due to the work injury, the employee must notify supervisor and EH&S at (915) 747-7124 or email eh&s@utep.edu.

Provide EH&S and supervisor a copy of every work status report (DWC-73).

6.



7.

It is important to show up to ALL medical appointments until employees can return to work without restrictions.

Failure to comply with medical appointments may affect worker's compensation benefits.

8.



9.

Notify supervisor and EH&S when you return to work due to the work related injury.

If you have any questions, let us know

Environmental Health and Safety Department (915)747-7124 eh&s@utep.edu