

Accident Reporting

(Procedures for Injuries/Illnesses At Work Page)

Care Works

Choosing a Physician of Record (Ongoing Medical Treatment only)

Important Phone Numbers Pertinent to Accidents/Incidents on Campus

If you become injured at work, injured (ill) employees shall follow the following procedures:

A. Emergency

In an emergency situation, injured (ill) employees should be cared for immediately by qualified emergency response personnel. Call 2111 or 2020 to initiate emergency response. Then, as soon as practicable, complete the same procedures as in a non-emergency situation.

B. Non-Emergency

In a non-emergency situation, please follow these procedures:

1. Seek first aid or medical attention. Notify your supervisor. Potential sources of medical attention during routine business hours between 8:00am – 5:00pm:

a. Health Services is located in the CIMP Rm. IM 205– the University Health Services does not accept walk-in patients. Please call their Offices at extension 3649 before attempting to be seen.

b. St.Vincent Charity Hospital Occupational Medical Center (2475 East 22nd Street, Suite 310 Cleveland, Ohio 44115) – the Occupational Medical Center is located across the street from St.Vincent Charity Hospital, phone (216) 363-2691.

After routine business hours, proceed to St.Vincent Charity Hospital (2355 East 22nd Street, Cleveland, Ohio 44115). Phone number is: (216) 861-6200.

2. Complete the CSU “ Accident/Incident Report” Form (EMPLOYEES PLEASE NOTE: Your Supervisor’s Signature is required).

a. SUPERVISOR’S: provide copies of the “Accident/Incident Report” Form to the Director of Environmental Health and Safety (PS 210) and to Human Resources, Benefits Unit (KB 1300). You will be contacted to assist in the subsequent investigation.

If no medical attention is required, no further actions are required. If your injury/illness requires medical attention, please follow these procedures:

C. Your supervisor will contact Care Works to report the details of your injury/illness.

D. If you are unable to notify your supervisor at the time of your injury/illness, you should contact Care Works Toll Free at 1-888-627-7586 to report the details of your injury/illness, or report the injury/illness on their web site (www.careworks.com).

E. Make sure you have a Care Works Identification Card.

F. Present the Care Works Identification Card along with your Care Works “Initial Physician Report” to the medical provider or treatment facility at the time of your FIRST MEDICAL TREATMENT. Have the medical provider complete the form and fax it to Care Works at (614) 792-0916.

G. If your injury/illness requires ongoing medical care, obtain a provider listing from Care Works, www.careworks.com , 1-888-627-7586 to select a Physician of Record.

H. Instructions for Choosing a Physician of Record (for Ongoing Medical Treatment Only)

1. You may select any provider for initial treatment of a work-related injury/illness and, if you choose you may receive treatment from your primary care physician (i.e., medical Mutual or Kaiser physician) or the CSU Health Services Department.

2. For ongoing treatment of a work-related injury/illness, you must select a Care Works provider or Bureau of Worker’s Compensation (BWC) – certified provider.

A Care Works provider directory is available from your supervisor, Health Services or Human Resources. You may also obtain a directory by calling Care Works toll free at 1-888-627-7586 or visiting WWW.careworks.com.

A listing of statewide BWC-certified providers can also viewed at www.ohiobwc.com

Failure to utilize a Care Works or BWC-certified provider for continuing care will result in your being responsible for medical bill payment.

3. You may change your Physician of Record during the course of your treatment. For information, contact Care Works at 1-888-627-7586.

IMPORTANT PHONE NUMBERS

CSU Emergency Transport (216) 687-2111 or (216) 687-2020

CSU Benefits Services (216) 687-3636

CSU Environmental Health and Safety (216) 687-9306

Care Works (888) 627-7586