

## UW PROCEDURES FOR WORKERS' COMPENSATION IN THE EVENT OF A WORK RELATED INJURY

1. Seek necessary medical attention as soon as possible. Advise the physician or hospital that you are employed by UW and that you were injured while on the job.
  2. **Notify** your supervisor of the injury/accident within **72 hours**. Failure to notify your supervisor could result in a denial of your claim.
  3. Obtain a **Wyoming Employee Report of Injury** from your department secretary OR Room 141, Human Resources (HR) Department. Within 10 days from the injury/accident complete both sides of the form in black ink. Sign the Employee Certification. **Electronic versions of the form are not accepted.** Give the form to your supervisor or other person authorized by your department to complete and sign the Employer Certification.
- Your department secretary will deliver the completed report to HR. HR will set up centralized files and submit the original report to Workers' Comp within ten (10) days of the occurrence. All UW injury reports must be sent to Room 141, Human Resources. **DO NOT** send to Workers' Comp. Failure to comply with these deadlines could result in a denial of benefits.
  - Prescription for work related injuries/accidents may be filled at Student Health Services at a reduced cost. Services by Student Health are limited to prescriptions only, medical treatment is not provided.
  - The department must complete an injury report regardless of whether the employee files a report.
  - Applications for Temporary Total Disability (TTD) are available in Room 141 WYO Hall or from Workers' Compensation, 710 Garfield, Room 119. For the specific UW leave policy relating to Workers' Compensation see the Staff Handbook.

For further information please contact:

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