

# OCCUPATIONAL INJURY GUIDELINES

**1** Determine if medical attention is needed and if it is of a serious nature or a minor cut or scrape. If injury is an emergency, dial 911 IMMEDIATELY. **A DMP is not required for emergencies.** Notify your supervisor and Safety & Environmental Health IMMEDIATELY at 777-3341

**2** If medical attention is needed and it is not an emergency, contact UND's PRIMARY DMP: Altru Occupational Health 1300 Columbia Road So. Phone: 780-1546

OR

For minor injuries only, such as cuts/scrapes likely requiring ONE visit, you may contact UND's Alternate DMP: UND Student Health Services at 777-3963.

OR

A DMP you have specifically identified in writing (prior to injury)

**3** Complete an Employee Incident Report following an injury (whether injury is slight or requires medical attention) and fax it to Safety and Environmental Health at 777-4132 within 24 hrs. Hard copies of the Incident Report and the Incident Investigation Form (to be filled out by supervisors) are sent to Safety & Environmental Health at Box 9031. Incident reports are available at: [www.safety.und.edu](http://www.safety.und.edu)

**4** Worker's Compensation Claims are filed on-line by Safety & Environmental Health. If you are unable to come to Safety and sign the (C1) Worker's Report of Injury, call 777-3341 and arrangements will be made to have the claim form brought to you. Once signed, Safety & Environmental Health will send the claim form to Workforce Safety & Insurance.

**5** **North Dakota Workforce Safety and Insurance will only pay for medical expenses for the above conditions.** DMP's have the option to refer patients to another provider. After 60 days of initial treatment at a DMP, an injured employee may request a different provider by contacting Workforce Safety and Insurance in Bismarck.

*For questions contact the Safety & Environmental Health Office at 777-3341*