

NOTICE TO EMPLOYEES – WORKERS’ COMPENSATION POLICY AND PROCEDURES

East Central College participates in all provisions of the Workers’ Compensation Law for all college employees. Employees who suffer any work related injury or illness must report it to the Office of Human Resources. In the event that an employee is seriously injured, his/her immediate supervisor or any member of administration has the authority to have the injured employee transported to a medical facility for treatment.

If you become injured or ill because of your job, you will be entitled to benefits under the Missouri Workers' Compensation Law. For more information about the Law, go to the Department of Labor website at www.dolir.mo.gov.

Notification of Injury or Illness

Human Resources and your supervisor should be notified immediately of any work related injury or illness. An injury report should be completed by you, any witnesses, and your supervisor and submitted to the Human Resources Office within 24 hours after injury. You must visit a designated facility in order to be covered through Workers’ Compensation. Prompt reporting of your injury is essential. Any delay in reporting may delay workers' compensation benefits. Injury report forms are available in the Human Resources Office or on the HR web page.

An Emergency Injury

If an injury is an emergency, immediately call 911 and then Human Resources ext. 6710 or 6712. Injured employees will be taken to the nearest hospital. Make sure you inform the treating physician or other appropriate medical facility staff that the injury happened while working. An injury report should then be completed within 24 hours.

A Non-Emergency Injury

If the injury is a non-emergency, but medical treatment is necessary, you will need to contact your supervisor and Human Resources prior to leaving campus. You will then need to go to a designated medical facility closest to your work location. Human Resources will contact the appropriate medical facility to inform them of the injury.

After-Hours/Weekend Injury or Illness

If a non-emergency injury happens during the week between 5pm – 8pm, you will need to inform the campus evening administrator (not present on weekends) and go to Mercy Urgent Care. If an emergency, go to the emergency room at the nearest hospital. Make sure you inform the treating physician or other appropriate medical facility staff that the injury happened while working. Report the incident to HR by leaving a voice mail message at 6712. Please submit an injury report within 24 hours of injury.

Important Notice on Compensation Benefits

You will be responsible for payment of medical treatment if you receive treatment from any physician or facility other than the designated workers’ compensation facilities listed below. If you have any questions, please contact the Human Resources Office at ext. 6710 or 6712.

Designated Workers’ Compensation Facilities

Main Campus

Corporate Health Center
 901 Patients First Drive Suite 2300
 Washington, MO 63090 636-390-2600
 8:00 am – 4:30 pm Monday - Friday

After Hours and Weekends

Mercy Urgent Care (Convenient Care)
 Washington, MO 63090 636-390-1777
 4:30 pm – 8 pm Mon-Fri
 8am – 8 pm Sat/Sun

OR

If after 8 pm Sunday – Saturday or Emergency

Mercy Hospital Washington
 901 East Fifth Street
 Washington, MO 63090 636-239-8000

Rolla

Mercy Clinic
 1605 Martin Springs Drive
 Rolla, MO 65401 573-458-6300

After Hours and Weekends

Phelps County Regional Medical Center
 1000 W 10th St
 Rolla, MO 65401 573-458-8899