

Workers Compensation Guide

AmTrust Insurance is ECU's insurance carrier

Non-Emergent Injury

1. Employee should immediately notify their supervisor.
2. Supervisor should notify Employment Services as soon as possible.
3. In the event the supervisor is unavailable, the injured employee should call or email Employment Services at 580-559-5823, ES@ecok.edu.
4. Paper work needs to be completed in the Employment Services office as soon as possible.
 - i. **Workers Compensation Incident Report** - Both pages must be submitted to Employment Services immediately after the injury.
5. Employee should be seen for their injury at Xpress Wellness. (Visits made to a PCP will not be covered under Workman's Comp.) **Employee cannot go to their primary care giver for treatment, must use AmTrust clinics and/or physicians.**
6. If Employee is unable to come to the office, paperwork can be emailed.
7. A claims adjuster will contact the employee within 24 hours of paperwork being submitted.
8. If a claims adjuster does not make contact, Employee must contact Employment Services.
9. Once the claims adjuster has made contact, they will help the Employee throughout the claims process and will arrange any needed follow-up care.
10. A doctor's note will be required to return to work. If there are any restrictions, Employment Services will review and confirm accommodations can be made before the Employee is approved to return to work.

Emergent Injury

1. If able, Employee should immediately notify their supervisor, who should then notify Employment Services.
2. In the event the supervisor is unavailable, the injured employee should call or email Employment Services at 580-559-5823, ES@ecok.edu.
3. Seek emergency care at any available emergency room.
4. Paper work needs to be completed in the Employment Services office as soon as possible.

- i. **Workers Compensation Incident Report** - Both pages must be submitted to Employment Services immediately after the injury.
5. If Employee is unable to come to the office, paperwork can be emailed.
6. A claims adjuster will contact the employee within 24 hours of paperwork being submitted.
7. If a claims adjuster does not make contact, Employee must contact Employment Services.
8. Once the claims adjuster has made contact, they will help the Employee throughout the claims process and will arrange any needed follow-up care.
- 9. Employee cannot go to their primary care giver after initial emergency treatment, Employee must use AmTrust clinics and/or physicians.**
10. A doctor's note will be required to return to work. If there are any restrictions, Employment Services will review and confirm accommodations can be made before the Employee is approved to return to work.

** In cases of injuries incurred after 5:00 p.m., contact East Central University Police Department, (580)332-3875 or Ext. 555, who will, in turn, assess the situation and respond accordingly. This may include calling the ambulance service, fire department rescue unit, etc.