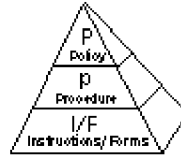


UNIVERSITY OF MINNESOTA**Processing Internal Accounting Transactions****Financial****Procedure 3.2.4.3**

The following are responsible for the accuracy of the information contained in this document

Responsible University Officer

University Controller
Vice President for Research

Responsible Office

Accounting Services
Sponsored Projects Administration

Referring an Employee for Medical Care

If an injury is a potential life-threatening emergency call 911.

Initial Referral

Authorize Care

Under Minnesota law, an injured employee has the right to choose his/her own treating physician. The University also has the right to request, at reasonable times, that the employee be seen by a clinic of the University's choice. When an injury requiring medical attention occurs, injured employees are encouraged, but cannot be required, to seek the initial evaluation and ongoing treatment with the designated medical providers listed in the [Contacts section](#).

Provide Work Status Report Form

In addition, out state campus and facility supervisors are required to provide the employee with [Work Status Report](#) form to be taken to the medical provider. The treating physician will complete this form, will list any period of disability or restrictions and give it back to the employee. The completed **Work Status Report** form is to be given to the UMD Workers' Compensation Coordinator (255 DAdB) upon the employee's return.

Receive Employees' Medical Report

The employee is to be directed to return to the supervisor after medical appointments. If the employee is medically unable to return to work, the employee must notify the supervisor by phone as soon as possible.

If Total Disability is not indicated on the **Work Status Report** form, and/or restrictions do not appear complete or clear, the claims administrator or the UMD Workers' Compensation Coordinator shall contact the medical provider for clarification of restrictions only. Whomever contacts the provider must give the employee written notice of the request for information at the time the request is made.

When there are work restrictions indicated on the **Work Status Report** form, every effort is to be made to accommodate the employee's restrictions as listed. If restrictions cannot be accommodated or the department cannot continue the accommodation, phone contact with the claims administrator and the UMD Director of Human Resources shall be made prior to the employee's next scheduled shift.

If the supervisor/manager receives any medical bills from the employee, they should be forwarded to the claims administrator.

Report to University's Workers Compensation Department

The UMD Workers' Compensation Coordinator shall forward the original of any completed **Work Status Report** form to the claims administrator with a copy to the University's Workers' Compensation Department. Any forms indicating "total disability" must promptly be sent by fax to the University's Workers' Compensation Department at 612-624-6070 as soon as possible.

Additional Referral

Employees complaining of aggravations of a pre-existing condition or any re-injury are to be directed for medical attention in the same manner as specified in the Initial Referral procedure above.

[\[Policy Library\]](#) [\[Policies by Process\]](#)

[Privacy Statement](#)

Comments: process@tc.umn.edu

© 2003 by the Regents of the University of Minnesota.

Policy and Process Development Office. All Rights Reserved.

The University of Minnesota is an equal opportunity educator and employer.

http://www.fpd.finop.umn.edu/groups/ppd/documents/Procedure/Adjusting_or_Correcting_spon.cfm

Updated: August 6, 2003

Modified by UMD: 08/2003