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(Arkansas Code Ann. §11-9-514, 529, 701)

If you become injured or ill while you are at work due to a work-related incident, you may be eligible to receive workers' compensation. Workers' compensation is available to you by law to ensure that you get appropriate and reasonable medical care for injuries or illnesses sustained while you are on the job. Should your injury or illness require that you take an extended period of absence from work, you may be eligible for disability benefits through workers' compensation. Leave taken because of a serious health condition for which workers' compensation benefits are received will be designated as family and medical leave if it meets the definitions in [Section 7.6](#). Workers' compensation claims are submitted to the Office of Risk Management. Determination and payment of claims is made by the Public Employee Claims Division located in Little Rock.

## Procedure for Reporting and Treatment of an On-the-Job Injury or Illness

1. For emergency situations in which the injury or illness might threaten a person's life, do the following:
  - Call "911" immediately. The University of Arkansas Police Department will be dispatched along with emergency medical transportation.
  - Notify the injured or ill employee's supervisor immediately.
2. For urgent situations which are not life-threatening to the employee, but for which immediate treatment is required, do the following:
  - Call the University of Arkansas Police Department (UAPD) at 479-575-2222. They are trained in first aid and as first responders.
  - Notify the injured or ill employee's supervisor immediately.
  - If emergency transportation is not necessary, the injured or ill employee's supervisor will arrange transportation to either the emergency room or to the designated medical clinic, whichever is appropriate.
3. For non-emergency situations which require medical attention during normal business hours (7 a.m. to 8 p.m. Monday through Friday, 9 a.m. to 12 p.m. on Saturdays), do the following:
  - Notify your supervisor as soon as possible.
  - Your supervisor or someone on your supervisor's behalf will make an appointment for you at the medical clinic designated for you by the university.
4. For non-emergency situations which require medical attention before or after normal business hours (7 a.m. to 8 p.m. Monday through Friday, 9 a.m. to 12 p.m. on Saturdays).
  - Notify your supervisor as soon as possible.

- Your supervisor or someone on your supervisor's behalf will transport you to the nearest emergency room.
  - Your supervisor or someone on your supervisor's behalf will schedule follow-up care as soon as possible at the designated physician's office after treatment at the emergency room.
5. After treatment at the hospital and/or at the designated medical clinic, you or someone on your behalf must provide your supervisor with any information provided by the physician's office regarding your medical condition, including:
- follow-up appointment dates;
  - diagnosis of the injury or illness;
  - prognosis for recovery;
  - any specific work restrictions; and
  - the date you can return to full duty.

This information should be given to your supervisor within 24 hours from the date of the physician's visit or the following business day, whichever is applicable.

## Medical Providers

The university is committed to ensuring that you receive appropriate medical care. Medical providers designated by the university to provide medical care for injured or ill employees are:

- the Arkansas Occupational Health Center (AOHC) located at the Lowell Medical Center;
- for minor injuries such as minor cuts, scrapes, bruises, tetanus shots, exposure to poison ivy and minor burns, the University Health Center located on the Fayetteville campus; or
- for employees who are not located on the Fayetteville campus or are located at least 30 miles from the Fayetteville campus, a physician's office specified by your supervisor and listed on the Corvel network.

Your supervisor or a representative of the supervisor will arrange medical care for you. Except for emergencies, you must report your injury or illness to your supervisor prior to seeking medical attention. If you do not report your injury or illness you may not be eligible for workers' compensation.

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