Injured while on the job at Xavier University? Follow these steps immediately:

- Complete an Injury & Illness Report found at [http://www.xavier.edu/hr/forms.cfm](http://www.xavier.edu/hr/forms.cfm) within 24 hours of your injury.
  - Be specific. This report provides important information to Xavier University about the specific details of your injury.
  - A supervisor's signature is required, even if he/she was not present when the injury occurred. This allows supervisors to consider contingencies in the event that your recovery involves time off from work.
- Seek treatment immediately.
  - Xavier University suggests injured employees seek this treatment at [Bethesda Care Norwood](https://www.bethesdacare.org/), specialists in occupational medicine. *However, if this is an emergency injured workers should seek treatment at the nearest medical facility.*
  - Upon arrival, identify yourself as a Xavier University employee who was injured on-the-job.

How is my report filed with the Bureau of Worker's Compensation (BWC)?

- Following your initial exam, Bethesda Care's (or other facility) treating physician/medical personnel will file a First Report of Injury (FROI) with the Bureau. The FROI officially notifies the BWC that your injury may qualify as a worker's compensation claim.
  - Next, the BWC assigns a case number and a case worker. This information will be sent to you and Xavier University via US mail.
  - If you do not receive this information within a week of your injury, contact Bethesda Care. Or, call the BWC at 800-247-7799 to report the injury and you'll receive a claim number immediately.

What happens after the claim is filed?

- Your case will be reviewed by the BWC. The BWC is a state agency that ultimately allows or denies injured worker's claims.
- You will hear from CompManagement, Xavier’s Management Care Organization (MCO)*. The MCO serves as a voice for the injured worker and employer on BWC matters.

With whom shall I speak with about my claim if I have questions or want to check on the status?

- Call the BWC case worker or CompManagement representative noted on your BWC correspondence.

*Xavier, and all employers, are required by law to name a 3rd party to handle worker's compensation claims.