



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

- Complete an Injury & Illness Report which can be found at <https://www.xavier.edu/hr/documents/1injuryillnessreport.pdf> within 24 hours of your injury.
- Be specific. This report provides essential 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 [Concentra](#), 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, Concentra (or other facilities) 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 caseworker. 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 [Concentra](#). 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?**

- The BWC will review your case. 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 caseworker, or CompManagement representative noted on your BWC correspondence.

\*Xavier, and all employers, are required by law to name the 3<sup>rd</sup> party to handle worker's compensation claims.