AIMS COMMUNITY COLLEGE PROCEDURE

WORKER'S COMPENSATION DESIGNATED MEDICAL PROVIDER & WORK-RELATED INJURY/ILLNESS REPORTING PROCEDURE

All employees and clinical student interns (as defined below) must obtain treatment of work-related injuries and/or illnesses at one of the following designated provider’s locations in order to have related costs covered by Aims Community College Worker’s Compensation Insurance:

**Greeley**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Champs</td>
<td>1900 16th Street, Greeley, CO 80631</td>
<td>(970) 350-2471</td>
</tr>
<tr>
<td><em>Urgent Care – Central</em></td>
<td>Phone: (970) 350-2425</td>
<td></td>
</tr>
<tr>
<td><em>Urgent Care – West</em></td>
<td>Phone: (970) 378-4155</td>
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**Fort Lupton**

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<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
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<tr>
<td>Fort Lupton Medical Team</td>
<td>308 Denver Avenue, Ft. Lupton, CO 80621</td>
<td>(303) 857-1007</td>
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**Loveland**

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<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Workwell Occupational Medicine</td>
<td>1608 Topaz Drive, Loveland, CO 80537</td>
<td>(970) 593-0125</td>
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In the event of a non-emergency work-related injury and/or illness; contact the provider at the non-emergency number listed above.

In the event of a life- or limb-threatening emergency, employees should go to the nearest hospital emergency room. It is imperative that the employee inform the emergency room admissions staff that the injured party is from Aims Community College and notify them of the employee’s associated designated medical provider. One of the medical providers designated above must provide all follow-up care.

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

**Reporting Injury and/or Illness Procedure**

- Except for a life- or limb-threatening emergency, report all work-related injuries and/or illnesses to the Human Resources Office and your supervisor immediately regardless of the severity; even those of a seemingly minor nature, like a scratched finger or a bumped knee, must be officially reported. A perceived “minor injury” may develop into a serious, complicated condition.
• Written notice from the employee/student intern must be provided to Human Resources in the form of an “Employee Injury/Illness Report” within the first 24 hours. This form will be provided by the Human Resources office.

• If the employee/student intern is physically or mentally unable to notify Human Resources the supervisor/instructor shall submit written notice. Any other person who has notice of said injury/illness may submit such written notice, and, in that event, the injured/ill employee shall be relieved of the obligation to give such notice. Otherwise, if said employee fails to report said injury/illness loss of benefits may be assessed.

• A “First Report of Injury” will be submitted by Human Resources; once processed, a reference number issued by Pinnacol Assurance will be provided to you the injured party for future reference.

• Under no circumstances, are Aims Community College personnel to provide personal transportation for a sick, injured, or otherwise incapacitated person to obtain medical treatment. Refer to procedure 3-710G.

**Student Interns**
Aims Community College provides Worker’s Compensation coverage to student interns under the following conditions:
• Student association with the “employer” is placed by Aims;
• Student does not receive remuneration from “employer;” and
• On-the-job training is not performed on Aims campus or Aims extension facility.

All employees will receive a copy of this procedure along with their new hire paperwork. An employee acknowledgement form will be the document of record verifying receipt of this procedure.

Student interns will be provided a copy of this procedure at the start of their intern program with an acknowledgement section verifying receipt of this procedure.

**APPROVED: Dr. Marsi Liddell**
Aims Community College President
Date: April 4, 2004

Revised: July 20, 2009