



## Community Campus

### REPORTING A WORK RELATED ILLNESS/INJURY, including Blood and Body Fluid Exposures (needle sticks, splash to mucous membranes, non-intact skin)

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1. Immediately notify your supervisor /manager.
2. Complete an Injury Report located online at <http://www.upstate.edu/forms/pdf/F83219.pdf>. Submit the completed Injury Report to your supervisor/manager, and fax a signed copy to The Human Resources Benefits Office at **(315) 464-4390**.
3. If you are absent from work due to a work-related injury/illness, you need to contact the Human Resources Benefits Office at **(315) 464-4945** when your absence commences.
4. If your absence is greater than four consecutive work days, a Certification of Healthcare Provider (CHCP) form will need to be completed by your treating healthcare provider and mailed or faxed to the Human Resources Benefits Office, Room 204 Jacobsen Hall, the CHCP form is located online at [http://www.upstate.edu/hr/document/state\\_leave\\_certification.pdf](http://www.upstate.edu/hr/document/state_leave_certification.pdf).
5. If you are released to work with **restrictions**, please contact **The Human Resources Benefits Office** at **(315) 464-4945**, prior to reporting to work.

#### **In the event of an injury that involves blood or body fluid exposure:**

Immediately contact Employee Health at (315) 492-5624 weekdays between 7:00 AM – 3:30 PM. All other times, report to the Emergency Department.

#### **Getting prescriptions for your work related injury**

Chubb's prescription program is administered by Express Scripts. The following information is needed to submit a prescription:

Bin Number: 003858; Group Number: G4DA; ID Number: Injured employee's Social Security number

#### **If an injury is sustained as a result of a criminal incident, suspicious activity or Workplace Violence:**

Promptly contact University Police at extension **5511** or by using a campus emergency phone/call box. University Police can also be contacted by employees who need medical assistance.