



## 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 <https://selfserve.upstate.edu/ais/applications/hr/wpiv/views/report.cfm>
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 sent to the Human Resources Benefits Office at [benefits@upstate.edu](mailto:benefits@upstate.edu) or fax **(315) 464-4390**. 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.