

## ACCIDENT / INJURY INVESTIGATION FORM INSTRUCTIONS

The attached form must be completed for injuries that occur on USI's campus. Form should be completed within 24 hours of an incident.

### Claimant/Injured (Employee, Student Worker, Student, Visitor, or Volunteer)

1. Complete entire 1<sup>st</sup> page, sign and date form.
2. Give both pages of Accident/Injury form to your supervisor or program director for completion

### Supervisor or Program Director of Claimant/Injured

1. Complete top section of page 2, sign and date form.
2. Return completed Accident/Injury Investigation Form to:
  - Human Resources – for injured employee or student worker. Email: [usi.leaves@usi.edu](mailto:usi.leaves@usi.edu)
  - Department of Risk Management - for injured student, visitor, or volunteer.

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**WORKER'S COMP MEDICAL CARE INSTRUCTIONS Failure to follow these instructions could result in nonpayment of claim.**

AN EMPLOYEE OR STUDENT WORKER WHO IS INJURED WHILE PERFORMING THEIR DAILY WORK ROUTINE SHOULD SEEK:

### NON-URGENT CARE

Contact Human Resources at 812-464-1790 or 812-464-1781 for authorization of care.

Treatment Facilities in order of us:

1. University Health Center (812-465-1250) on USI campus
2. Deaconess Clinic Occupational Health – Midtown
  - 329 W. Columbia St., Evansville, 47710 (located across from Deaconess Midtown Emergency Room)
  - 812-450-7455
  - 7 am – 5 pm • Monday–Friday
3. Deaconess Urgent Care and Occupational Health Clinic – West
  - 545 S. Boehne Camp Rd., Evansville, 47712
  - 812-490-4560
  - 8 am – 8 pm • Seven Days a Week
4. Deaconess Urgent Care and Occupational Health Clinic – North Park
  - 4506 N. 1st Avenue, Evansville, 47710 (behind Burger King)
  - 812-428-6161
  - 8 am – 8 pm • Seven Days a Week
5. Deaconess Urgent Care and Occupational Health Clinic – Gateway
  - 4011 Gateway Blvd, Suite 100, Newburgh, 47630
  - 812-858-2100
  - 8 am – 8 pm • Seven Days a Week

### EMERGENCY CARE

- ANY emergency room
- Deaconess Emergency Room - 600 Mary Street, Evansville 47710
- Ascension St. Vincent's Emergency Room - 3700 Washington Ave., Evansville, IN 47714