

SRU Workers Compensation Program
Medical Appointment, Medical Status Form & Payroll Information

Employees that sustain any injury or work-related illness should seek emergency medical treatment and immediately report their injury or illness to their supervisor and if necessary, seek medical treatment from an approved panel provider.

Only a completed University Accident Report Form, signed by the employee's supervisor is the accepted as notification. These forms can be accepted after the fact only in an emergency situation. Voicemail messages are not considered notification.

Following initial medical evaluation and/or emergency treatment, employees shall provide a Medical Status Form completed by the panel physician that documents their return to work status (full duty, with restrictions, no work) to the Department of Environmental Health and Safety immediately.

Following initial medical evaluation and/or treatment, employees who require follow-up appointments and additional treatment (e.g. physical therapy) are required to attend all scheduled sessions. Failure to do so may result in denial of ongoing workers compensation benefits for that claim.

Panel providers of physical therapy have flexible hours to facilitate employee's attendance before/after scheduled work hours. Employees who are returned to work under restrictions but are still prescribed for follow-up appointments and additional treatment (e.g. physical therapy) shall schedule these treatments outside of scheduled work hours. Employees are required to utilize sick time to attend treatments and appointments that are scheduled during normal worktime.

Employees who sustain a work-related injury or illness that necessitates absence from work must use accumulated leave for the first seven (7) days of an absence. On the eighth day of absence employees will begin to receive workers' compensation; if that absence goes beyond fourteen (14) days the employee will be compensated retroactively for the first seven (7) days, and any accumulated leave used will be reinstated. Many times this situation results in an overpayment to the employee – the extra money should not be considered a “windfall” as it will be recouped upon the employees' return to work.

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