



Indiana University of Pennsylvania

www.iup.edu

Office of Human Resources
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What should an injured employee do?

- 1. In the event of a medical emergency, please dial 911.**
2. Immediately notify your supervisor.
3. Notify the Office of Human Resources of your injury by completing the [Employee Workplace Injury/Illness Incident Report](#) with your supervisor on the same day as the injury, if possible.
 - Include as much detail as possible regarding the injury (i.e. location (campus, street, building, floor); injured body part; description of how injury occurred).
 - The report **MUST** be completed even if the injury is considered minor, if medical attention was not needed or if time was not lost from work.
 - When the form is completed and signed by both you and your supervisor, send it to the Office of Human Resources by email (ashively@iup.edu) or fax (724) 357-2685.
4. Seek non-emergency medical treatment within the first 90 days from a physician listed on the [IUP Panel of Physicians](#).
 - Email, fax or mail any related documentation received from the medical provider as soon as possible following treatment to the Office of Human Resources.
5. If medical attention was sought and/or time was lost from work due to the injury, the Office of Human Resources will file a claim with Inservco Insurance Services, our third party workers' compensation insurance company.
 - If a claim is filed, Inservco will review the claim information and determine if it is compensable under the Workers' Compensation Law. Once this determination is made, Inservco will notify you directly whether or not the claim is approved.
6. Review your rights and responsibilities under the Pennsylvania Workers' Compensation Law on the Workers' Compensation Employee Notice and the WC Information Sheet for your employee group below:
 - Workers' Compensation Employee Notice
 - Workers' Compensation Information Sheet for AFSCME / PSSU / SPFPA
 - Workers' Compensation Information Sheet for APSCUF/COACHES/MANAGERS/OPEIU/SCUPA