



TO: Employees of MSCD  
FROM: Human Resources  
SUBJECT: **Work-Related Injury or Illness**

Attached are the procedures you must follow for a work-related injury or illness. We hope that you will not find it necessary to utilize this benefit, however, if the need arises, you must follow the attached procedures very carefully. Failure to do so may cause a financial burden on you. Your medical insurance might not cover work-related injuries.

Please sign and return the last page (EMPLOYEE NOTIFICATION OF WORKER'S COMPENSATION PROCEDURES) and return the last page to the Human Resources Office at Campus Box 47 indicating your knowledge of and agreement to adhere to MSCD's Work-Related Injury or Illness procedures.

Thank you.

**WORKER'S COMPENSATION PROCEDURES**  
**(Work Related Injury or Illness)**

**I. General Guidelines**

These guidelines may be used to treat most emergencies.

- A. Immediate attention is to be given to the immediate medical needs of an injured person.
- B. In the case of major trauma or "life or limb threatening" accidents, call an ambulance for transportation to the nearest emergency room.
- C. If there is any doubt about safety, it is strongly advised that a non-medical person refrain from moving an injured person.

**II. General Procedures**

- A. Except in the case of a serious or life-threatening emergency, an injured employee must be treated by one of the three MSCD designated providers: (locations & phone numbers are attached).
  - ❑ Concentra Medical Center, (the location nearest to Auraria Campus is 1730 Blake Street, Suite 100, 303-296-2273. *See Page 4 for more locations.*)
  - ❑ HealthONE (the location nearest to Auraria Campus is 1515 Wazee Street, 303-534-9550. *See Page 4 for more locations.*)
  - ❑ Midtown Occupational Health Services (located at Diamond Hill Office Complex Building D, Suite 200, 2420 West 26<sup>th</sup> Avenue, 303-831-9393.)

Failure to comply may cause you to risk liability for all medical expenses. It is recommended that the employee's supervisor or the Human Resources office call the facility chosen to authorize treatment before sending the patient. The hours of operation of the above facilities are generally 8:00 a.m. - 5:00 p.m., Monday through Friday. Medical evaluation, testing or consultation will be conducted. It is possible that the designated provider will refer the patient for additional medical services. Parking is available at each facility.

Once a provider has been selected, you *may* make a one-time change in providers. The change of medical provider **must** be requested in writing by submitting an approved Division of Workers' Compensation form to the Human Resources office and to Pinnacle.

- B. Employees will immediately report all work-related injuries or illnesses to their supervisors or designees and to the MSCD Human Resources Office (303-556-3120) within 48 hours. Prompt reporting will expedite claims processing and prevent future penalties. The **supervisor** of the injured employee is required by State regulations to obtain and submit the "First Report of Injury." This form will be submitted to the Human Resources Office, Campus Box 47, or Fax # 303-556-5151, within two calendar days after injury. It is recommended that all supervisors assign a designee to complete and sign this injury form in their absence.

- C. Following examination by the physician, the patient will be given copies of the Worker's Compensation "Physician's Initial Report" or attending physician's report. The original should be kept in the supervisor's files. A copy will be retained by the employee for medical instructions and return appointments as applicable. The Human Resources Office will receive a copy from the physician's office.
- D. The attending physician's report will indicate when the employee is able to return to work. The employee must show this form to the supervisor, and return to work on the date the physician indicates on this form.
- E. Supervisors should be notified immediately if the employee continues to experience problems or concerns as a result of the injury. All concerns are significant and should be referred to the employee's supervisor, the designated medical provider, and to the Human Resources Office.
- F. MSCD's Worker's Compensation insurance company (Pinnacol Assurance) is responsible for payment of medical expenses if an injury or illness is determined to be work related and the proper procedures have been followed. If an employee's claim is denied, the employee must seek reimbursement from their own insurance carrier and face responsibility of payment if the claim is denied at that point.

### **III. After Hours Procedures**

- A. The employee is responsible for informing the supervisor and the Human Resources office when treatment has been received after hours.
- B. Leave time taken during work hours by administrators and classified employees must be reported as IOJ (Injury on Job) leave. The first 24 hours of any lost time injury will be paid using the injured employee's available sick leave. Please contact Human Resources to discuss documentation of any injury leave so that time off can be coordinated with Pinnacol for appropriate benefits management.

**Clinics open Monday though Friday (Note: hours of operation vary)**

**CONCENTRA**

10355 East Iliff Ave.  
Aurora, CO 80247  
Hours: 8:00 am - 5:00 pm, Mon - Fri  
Phone: (303) 755-4955 Fax: (303) 755-4956

3350 N. Peoria Street  
Aurora, CO 80010  
Hours: 7:00 am - 6:00 pm, Mon - Fri  
Phone: (303) 340-3053 Fax: (303) 340-3862

3434 47th St., Suite 100  
Boulder, CO 80301  
Hours: 8:00 am - 5:00 pm, Mon - Fri  
Phone: (303) 541-9090 Fax: (303) 541-9393

2322 S. Academy Blvd.  
Colorado Springs, CO 80916  
Hours : 8 :00 am – 5 :00 pm, Mon – Fri  
Phone : (719) 390-1727 Fax : (719) 390-9690

5320 Mark Dabling Blvd. Bld. 7 – Suite 100  
Colorado Springs, CO 80918  
Hours : 8 :00 am – 5 :00 pm, Mon – Fri  
Phone: (719) 592-1584 Fax: (719) 365-5000

1212 S. Broadway, Suite 150  
Denver, CO 80210  
Hours: 7:00 am - 6:00 pm, Mon - Fri  
Phone: (303) 777-2777 Fax: (303) 871-0218

420 E. 58th Ave., Suite 111  
Denver, CO 80216  
Hours: 7:00 am - 6:00 pm, Mon - Fri  
Phone: (303) 292-2273 Fax: (303) 296-4138

6750 Stapleton Dr. South  
Denver, CO 80216  
Hours: 7:00 am - 10:00 pm, Mon - Fri  
8:00 am - 12:00 pm, Sat  
Phone: (303) 355-2389 Fax: (303) 321-6268

2490 W. 26th Ave. Suite A200  
Denver, CO 80211  
Hours: 8:00 am- 5:00 pm, Mon - Fri  
Phone: (303) 433-2300 Fax: (303) 433-4222  
After Hours Phone: (303) 370-0454

7150 S. Fulton St. Suite 200C  
Denver, CO 80112  
Hours: 8:00 am- 5:00 pm, Mon - Fri  
Phone: (303) 792-7368 Fax: (303) 858-7076

2620 E. Prospect Road  
Fort Collins, CO 80525  
Hours: 8:00 am- 6:00 pm, Mon – Fri  
Phone: (970) 221-5811 Fax: (970) 221-5817  
After Hours Phone: (970) 221-5811

770 Simms St., Suite 100  
Golden, CO 80401  
Hours: 8:00 am - 5:00 pm, Mon – Fri  
Phone: (303) 239-6060 Fax: (303) 239-6046  
After Hours Phone: (303) 370-0454

20 West Dry Creek Circle Suite 100  
Littleton, CO 80120  
Hours: 8:00 am- 5:00 pm, Mon - Fri  
Phone: (303) 798-1009 Fax: (303)798-1324  
After Hours Phone: (303) 370-0454

500 E. 84th Ave., Suite B-14  
Thornton, CO 80229  
Hours: 8:00 am - 5:00 pm, Mon - Fri  
Phone: (303) 287-7070 Fax: (303) 287-7373  
After Hours Phone: (303) 370-0454

1730 Blake St. Suite 100  
Denver, CO 80202  
Hours: 8:00 am- 5:00 pm, Mon – Fri  
Phone: (303) 296-2273 Fax: (303) 296-8330

**MIDTOWN OCCUPATIONAL HEALTH SERVICES**

2420 West 26th Avenue  
Building D, Suite 200  
Denver, CO 80211  
Phone: (303) 831-9393  
Hours: 7:00am - 6:00pm, Mon - Fri

**HEALTH ONE**

1444 S. Potomac St. Suite 200  
Aurora, CO 80012  
Hours: 7:00 am – 5:00 pm, Mon - Fri  
Phone: (303) 214-0000 Fax:(303)343-8135

14000 E. Arapahoe Rd. #110  
Centennial, CO 80112-4056  
Hours: 7:00 am – 5:00 pm, Mon - Fri  
Phone: (303) 218-4250 Fax: (303) 218-4247

120 Bryant Street  
Denver, CO 80219  
Hours: 7:00 am – 5:00 pm, Mon - Fri  
Phone: (303) 936-9700 Fax: (303)936-9686

4809 Argonne St. Suite 150  
Denver, CO 80113  
Hours: 8:00 am – 5:00 pm, Mon - Fri  
Phone: (303) 563-2750 Fax: (303) 563-2751

1515 Wazee St. Suite D  
Denver, CO 80202  
Hours: 7:00 am – 5:00 pm, Mon – Fri  
5:00 pm – 1:00 am, Urgent, Sat. Sun. &  
Holidays  
Phone: (303) 534-3550 Fax: (720) 932-7805  
After Hours Phone: (303) 861-7878

125 East Hampden Ave.  
Englewood, CO 80113  
Hours: 7:00 am – 5:00 pm, Mon - Fri  
Phone: (303) 788-9292 Fax: (303)788-9260

9195 Grant St., Suite 100  
Thornton, CO 80229  
Hours: 7:00 am – 5:00 pm, Mon - Fri  
Phone: (303) 292-0034 Fax: (303) 292-0097

5044 W. 92nd Ave.  
Westminster, CO 80031  
Hours: 7:00 am – 5:00 pm, Mon - Fri  
Phone: (303) 650-0445 Fax: (303) 429-5088

**EMERGENCY AND WEEKEND CARE**

Medical Center of Aurora  
North Campus  
700 Potomac Street  
Aurora, CO 80011  
(303) 363-7200

Medical Center of Aurora -South Campus  
1501 South Potomac  
Aurora, Co 80012  
(303) 695-2600

**EMERGENCY AND WEEKEND CARE(cont.)**

Presbyterian/St. Luke's Medical Center  
1719 East 19<sup>th</sup> Avenue  
Denver, CO 80218  
(303) 839-6000

Rose Medical Center  
4567 East 9<sup>th</sup> Avenue  
Denver, CO 80220  
(303) 320-2121

Swedish Medical Center  
501 East Hampden Ave.  
Englewood, CO 80113  
(303) 788-5000

Medical Plaza – Centennial  
14200 East Arapahoe Road  
Englewood, CO 80112  
(303) 699-3000

**HOSPITALS**

North Suburban Medical Center  
9191 Grant Street  
Thornton, CO 80229  
(303) 451-7800

Porter Adventist Hospital  
2525 S. Downing St.  
Denver, Co 80210  
(303) 778-5666

Saint Anthony Central  
4231 W. 16<sup>th</sup> Ave.  
Denver, CO 80204  
(303) 629-3721

Saint Anthony North  
2551 W. 84<sup>th</sup> Ave.  
Denver, CO 80030  
(303) 426-2020

Littleton Adventist Hospital  
7700 S. Broadway  
Littleton, CO 80122  
(303) 730-5800

Avista Adventist Hospital  
100 Health Park Dr.  
Louisville, CO 80027  
(303) 673-1111

**EMPLOYEE NOTIFICATION OF WORKER'S COMPENSATION PROCEDURES\***

I, \_\_\_\_\_ (print your name), have been notified by my employer/supervisor of the Worker's Compensation Procedures. In the event I am involved in a work related injury or illness, I understand that MSCD has designated Concentra Medical Center, Midtown Occupational Health Services, HealthONE and the Student Health Center as the approved medical providers for all work related injuries or illnesses. I understand that if I do not receive medical care for work related injuries or illnesses from the designated clinic or an approved 24-hour after care facility, or any specialists to which they refer me, EXCEPT IN THE CASE OF A SERIOUS EMERGENCY; I could be financially responsible for payment of that care.

I have received the above referenced procedures and have been informed that authorization is required from my employer before I seek medical care for non-emergency, work related injuries or illnesses.

---

Signature

Date

\*Submit to Human Resources after signature.