

## **PROCEDURE FOR STUDENT EMPLOYEES WHEN A WORK-RELATED INJURY OCCURS**

**Medical Care:** If emergency care is needed, call 911. If you are unsure if you need emergency care, error on the side of caution and make the call.

If immediate or urgent care is needed, it is suggested that you go to the SpecialtyHealth Clinic. It is located at 350 West Sixth Street, Suite 2D in Reno, which is across the street from St. Mary's Hospital. **DO NOT GO TO THE STUDENT HEALTH CENTER.**

You do not need an appointment to access medical care at the SpecialtyHealth Clinic. Tell them that you are an employee of the University. They will have you complete a form necessary to initiate your workers' compensation claim.

The SpecialtyHealth Clinic is open from Monday through Friday from 8-5. If you need care after hours, please go to St. Mary's Hospital or Northern Nevada Regional Medical Center.

**Reporting:** Report the injury to your supervisor as soon as possible and complete a C-1 form (*Notice of Injury or Occupational Disease*). Your supervisor should have this form. Have the supervisor review and sign the C-1 form and fax it to the BCN Workers' Compensation Office.

**Returning to Work:** You can not return to work without a release from a physician. After you have been treated at the hospital or clinic, you will be given a form that discusses your work status. You must provide your supervisor with a copy of this form as soon as possible, but no later than your next regularly scheduled work day.

If you are unable to perform the duties of your regular job, every effort will be made to temporarily modify your job so it is compatible with your physical capabilities. If this is not possible, immediately contact the BCN Workers' Compensation Office.

**Bills:** You should not get any bills or be asked to pay anything out of pocket if your workers' compensation claim is accepted. If you get any bills or incur any out of pocket expenses, contact the BCN Workers' Compensation Office.

**Contact Information:** If you have any questions or concerns about the workers' compensation process or your claim, please contact us immediately.

**BCN Workers' Compensation Office  
Artemesia Building  
70 Artemesia Way/MS 241  
Reno, NV 89557-0022  
Phone (775) 784-4394  
Fax (775) 784-4363**