

Important Information about Work-Related Injuries

These are the steps to follow if you sustain an injury at work:

- 1) Call the Campus Police to obtain First Aid or Emergency transport.
- 2) Report to the Campus Police as soon as possible the details of your injury.
- 3) Tell your supervisor about your injury, including any time you miss work.
- 4) If you remain at work, follow First Aid guidelines, such as ice, elevation, cleaning the wound and keeping it covered and dry, etc.
- 5) If you decide to seek medical attention, contact our Workers' Compensation MCO to submit a "First Report of Injury" and bring to your supervisor any instructions about return to work or restrictions to your normal work duties.

CompManagement Health Systems, Inc. (CHS) is our
Managed Care Organization
Lakeland's WC policy number - **30005921-0**

First Report of Injury – Call CHS at **888-247-4800**

Customer Service for claims processing - Call **888-247-7799**

Fax medical bills to: **1-800-334-4229** (include the WC claim number)

- 6) Injuries that require medical attention must be reported and assigned a claim number by the Ohio Bureau of Workers' Compensation.

Ohio law does not allow your personal health care plan to cover a claim for an injury that happened at your work place or while you were performing your job duties.

For further information, please contact the Human Resources office at 440-525-7575