

# WHAT TO DO IF YOU HAVE AN ON-THE-JOB ACCIDENT

*For life threatening injuries, seek prompt medical care & then proceed with the reporting process.*

## 1. Notify your supervisor

- Notice can be given orally or in writing, but by law it must include date, time, and location. It is also recommended that your notice include a brief description of the accident and the injury sustained.
- The Report of Injury/Incident/Hazard Form can be found at <https://eforms.siu.edu/siuforms/info/ceh0106.php>

## 2. Report your accident to the Gallagher Bassett 24-hour hotline **1-833-891-1372**:

- If you slip and fall. **All** slip and falls must be reported.
- If the current injury has exasperated a prior condition.
- If you plan to seek medical treatment. Please provide Gallagher Bassett with the physician and/or facility information you plan to utilize.

3. If you require medical treatment, contact your primary care physician, SIU Health Services, or the nearest prompt care facility or hospital emergency room. Please inform the facility that you are treating for a workers' compensation injury and to forward information and bills to:

GALLAGHER BASSETT  
PO BOX 2934  
CLINTON, IA 52733-2934  
FAX: 847-621-7101

- Please keep in mind the guidelines of your group insurance carrier when receiving medical treatment. If GALLAGHER BASSETT determines that your claim is not compensable, you can then submit the medical bills to your group insurance carrier.

4. Contact SIU Carbondale Human Resources for a workers' compensation claim packet and instructions specific to your individual claim.

Workers' Compensation  
Employee Benefits, Mailcode 6520  
900 South Normal Avenue-Woody Hall  
Carbondale, IL 62901-6520  
618-453-6690 (phone) 618-453-6693 (fax)  
[SIUC.WorkersComp@siu.edu](mailto:SIUC.WorkersComp@siu.edu)

- All claim forms should be completed in a timely manner. Without the completed packet, GALLAGHER BASSETT cannot determine compensability of the claim, pay you for any time lost, or consider any medical bills for payment.
- If your doctor places you off duty or on any form of restricted duty, you **MUST** provide a written work status slip from the doctor.

**Failure to follow these procedures may affect the employee's right to compensation for time lost or reimbursement for expenses incurred.**