

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 all of the following: date, time, and location. It is also recommended that your notice include a brief description of the accident and the injury sustained.
2. Report your accident to the TRISTAR early intervention 24-hour hotline **1-855-495-1554**
 - If you plan to seek medical treatment, please provide TRISTAR 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:

TRISTAR RISK MANAGEMENT
PO BOX 2803
CLINTON, IA 52733-2803
FAX: 312-445-8690

- Please keep in mind the guidelines of your group insurance carrier when receiving medical treatment. If TRISTAR determines that your claim is not compensable, you can then submit the medical bills to your group insurance carrier.
4. Contact Jeni Batson for a workers' compensation claim packet and instructions specific to your individual claim. Her contact information is:

Jeni Batson – Workers' Compensation
Employee Benefits, Mailcode 6520
1255 Douglas Drive-Miles Hall
Carbondale, IL 62901-6520
618-453-6690 (phone) 618-453-6693 (fax)
jenij@siu.edu

- All claim forms should be completed in a timely manner. Without the completed packet, TRISTAR 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.