



UNIVERSITY OF NOTRE DAME

415 Main Building
Notre Dame, Indiana
46556-5602 USA

James J. Lyphout
Vice President for Business Operations

Telephone (574) 631-6666
Facsimile (574) 631-5883
E-mail James.J.Lyphout.1@nd.edu

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EMPLOYEE INFORMATION REGARDING THE UNIVERSITY'S WORKER'S COMPENSATION PROGRAM

Indiana's Worker's Compensation Act provides for medical care and other benefits to employees who suffer "personal injury, illness or death by an accident arising out of and in the course of their employment". This letter is provided to inform new employees and to remind all other employees of the procedures one must follow in the event of a work-related injury or illness.

All injuries/illnesses must be immediately reported to your supervisor. Your supervisor will provide you with a "Supervisor's Report of an Injury to the Health Center" form. This form authorizes University Health Services to provide medical treatment under the University's Worker's Compensation Program. If your supervisor is not available, call Security (1-5555). If an injury requires emergency medical care, dial 911 for immediate assistance.

Medical treatment for injuries incurred at work will be administered on campus by University Health Services. Necessary referrals to other physicians, specialists, or facilities will be handled by Health Services. University Health Services is staffed 24 hours a day, seven days a week when classes are in session. Hours are reduced during spring, fall, Christmas and summer breaks. When medical treatment cannot be provided by University Health Services during these times, care or treatment will be provided by St. Joseph's Medical Center Emergency Room **in South Bend**.

Again, all injuries/illnesses incurred at work must be reported to your supervisor the same day. This will help prevent any misunderstandings regarding your claim or the furnishing of medical care. By immediately contacting your supervisor, you are provided an opportunity to seek immediate medical attention at University Health Services. Expenses for work-related injuries/illnesses not reported to your supervisor, expenses from medical professionals or facilities not referred to in this letter, or expenses from injuries/illnesses later determined to be unrelated to work will not be reimbursed.

If you have any questions regarding these procedures or other worker's compensation matters, please contact Michael McCauslin or Carla Gruse, Risk Management & Safety Department, 636 Grace Hall (631-5037).

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