

EMPLOYEE ACCIDENT/INJURY OR ILLNESS PROCEDURES

The following procedures are to be followed in case of an accident, injury or illness to any employee that occurs while in the performance of duties for Grand Rapids Community College. **NOTE:** To be considered an employee you must be on Grand Rapids Community College payroll at the time of injury. If you are not working at the College but are contracted through a temporary service, we are not responsible for your treatment. Please contact the HR Benefits Office (Ext. 4052) if this situation occurs.

If you are injured on-the-job: You must report your injury promptly to Campus Police (X-4010) and your supervisor or Department Head. Injured employee must complete an "EMPLOYEE INJURY REPORT FORM", have your supervisor sign the form and send a copy to the Human Resources/Benefits Office. It is imperative that you report all injuries, regardless of severity, even if medical treatment is not necessary. Employees should promptly report all work-related injuries, even if the injury is discovered later or the work-related injury is not rapidly apparent.

If the injury is life threatening: Please go the nearest emergency room or call 911. Campus Police or Human Resources/ Benefits Office (Ext. 4052) should be contacted as soon as possible.

If injury occurs after regularly scheduled GRCC hours when Campus Police are not on campus, and immediate medical attention is needed, employee should seek treatment at the After-hours Emergent Injury Care: Blodgett Hospital. If the injury is life threatening, please go the nearest emergency room or call 911. Human Resources/ Benefits Office (Ext. 4052) should be contacted during the next business day.

Seeking treatment for non-life threatening injury: An "Occupational Services Authorization to Treat" form must be obtained prior to seeking medical treatment at Spectrum Health Occupational Clinics for any on-the-job injury. Individuals listed on the bottom of this page have been approved to authorize treatment and can provide you with Authorization to Treat Form. **Note: Medical services received from an employee's personal physician will not be paid by Grand Rapids Community College.**

After treatment: Return any after care instructions to Supervisor or Department Head for review of restrictions, if any. After reviewing, supervisors are required to send all paperwork to the Human Resources/Benefits Office, Administration Building-2nd Floor at the DeVos Campus – Attn: Maria Belmares Herrera.

Physician referrals: If treatment by a Specialist is necessary, the workers compensation carrier will review referral request and contact Spectrum Health before scheduling you with the proper physician or specialist. Spectrum Health Occupational clinic should not contact you for anything else at this point. If they do, please refer them to the Human Resources/ Benefits Office (Ext. 4052).

SUCH SERVICES ARE PROVIDED UNDER THE PROVISIONS OUTLINED ABOVE. IF YOU HAVE ANY QUESTIONS OR CONCERNS, CONTACT HUMAN RESOURCE AT (616) 234-4052.

Urgent Care Locations- Monday to Sunday 8 a.m. to 8 p.m. (walk-in clinics)

Alpine	East Beltline	Ada	West Pavillion	South Pavilion
2332 Alpine Ave NW	2750 E.Beltline Ave NE	7128 Fulton Street E.	6105 Wilson Ave SW	80 68 th Street SE
Grand Rapids, 49544	Grand Rapids, MI 49525	Grand Rapids, MI 49301	Wyoming, MI 49418	Grand Rapids, MI 49548

Occupational Health Locations-by appointment only. Schedule an appointment online: spectrumhealth.org/schedule

426 Michigan Street NE	4600 Breton Road SE	705 S. Greenville West Drive, Suite 102
Grand Rapids, MI 49503	Kentwood, MI 49508	Greenville, MI 48838
Mon to Fri: 7 a.m. to 5 p.m.	Mon to Fri: 7 a.m. to 5 p.m.	Mon to Fri: 7:30 a.m. to 4:30 p.m.

After-Hours Emergent Injury Care: Blodgett Hospital Location-1840 Wealthy St SE (Adjacent to Emergency Room) (616) 391-0234

[Link: Spectrum Health-Occupational Health Map Urgent Care and After-Hours Emergency Care Locations](#)

Only those people listed below can "Authorize Treatment":

Campus Police Officers Extension-4010

DeVos Campus Administration
Maria Belmares Herrera Ext-4052
Danielle Flaumenhaft Ext-3132
Laura Caulk Ext-3195
Christine Coon Ext 3971

Facilities
Carol Kramer Ext-4057
Pat Baldrige Ext-3955
Abbot Kastanek Ext-2183
Jim VanDokkumburg Ext-3978
Nicholas Elgersma Ext-3495

DeVos Campus-Ender Hall
Chris Allen Ext-3738