What to do if a workplace accident or illness occurs...

1. Notify your supervisor or department manager.
   - Serious (broken bone, profuse bleeding, head injury, stitches, etc.): Seek urgent/emergency care. Steps 2-3 occur after care.

   - SSIF Ph: 785-296-2364, 8am to 5pm, Mon—Fri
   - (Not filing WC, skip to step 3)
   - Supervisors: have employee’s SSN, birthdate, incident details for call.
   - If SSIF authorizes, they’ll schedule all appointments at a provider.*

3. Complete Employee Accident/Illness Report for HR - visit www.wichita.edu/hr > Workers Compensation.

What if a workplace accident/illness occurs after hours???

- **First:** Notify a supervisor
- **If it’s an Emergency (life/limb-threatening):** Call 911. Steps 2-3 above occur after care.
- **If it’s Urgent/Serious:** Proceed to nearest provider. Steps 2-3 above may occur after care.

Near campus provider options:
- Wesley ER, 550 N. Hillside or 2610 N. Woodlawn, open 24 hours
- Via Christi Immediate Care, 3311 E. Murdock, 5pm-7:30pm, M-F, 7:30am-7pm, Sat-Sun

**If it’s a Minor Injury or Illness:** Wait until 8am to 5pm to complete step 2 above before seeking treatment.

*You may seek treatment prior to SSIF authorization if you feel it’s necessary, but you will need to proceed using your own health insurance. If your SSIF claim is denied, you’ll be responsible for any billing for your injury or illness.*