

PLEASE POST IN YOUR OFFICE AND LAB

ACCIDENT PROCEDURES

March 24, 2016

Lansing Urgent Care has been designated by MSU Human Resources Worker's Compensation as the primary medical provider for employee illnesses or injuries arising out of and in the course of employment at MSU. Sparrow Hospital Emergency Room should be used for critical emergencies or when Lansing Urgent Care is closed.

Listed below are the facilities MSU utilizes. In **NON-emergencies** the **AUTHORIZATION TO INVOICE MSU Form (available in room 4210)** **must travel with the injured employee** to the medical care facility*.

NON-Emergency Facility: LANSING URGENT CARE	EMERGENCY FACILITY
<p>Frandor 505 North Clippert Street Lansing, MI 48912</p> <p>Dewitt 12970 US Hwy 27 DeWitt, MI 48820</p> <p>Okemos 2289 Grand River Okemos, MI 48864</p> <p>Frandor Location: Open 24 hours a day /7 days a week All other locations: Mon.-Sat. 9am – 9pm; Sun. 9am – 6pm</p>	<p>SPARROW HOSPITAL ER 1215 E. Michigan Avenue Lansing, MI 48909 517-364-4141</p> <ol style="list-style-type: none">1. Use this facility for any potentially life-threatening emergency2. All follow-up visits must be at a Lansing Urgent Care facility.

Non-Emergency

When the illness/injury is not critical, supervisors are to complete the **AUTHORIZATION TO INVOICE MSU** form and direct the employee to the appropriate medical facility.

For on-campus work-related cases when the injury/ illness is not critical and the employee cannot drive himself to Lansing Urgent Care, Capitol Transport Cab Service may be called anytime at 517-485-4400.

Emergency

Supervisors are to immediately call an ambulance (911) if the illness/injury is a critical emergency. The ambulance driver will transport the individual to the nearest medical facility available for treatment.

*** For emergency situations, supervisors should fill out the AUTHORIZATION TO INVOICE MSU form after the employee has been directed to an appropriate treatment facility and may forward the form to the facility the following day.**

GENERAL INFORMATION

Return to work authorizations for work related injury/illnesses must be obtained by the employee from his treating physician before returning to the job.

A **Report of Claimed Occupational Injury or Illness** form (available in room 4210) will also need to be filled out within 24 hours after the illness/injury.