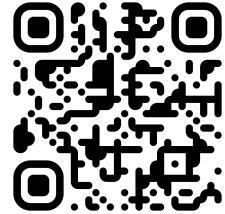


Staff Injury/Illness Reporting Process

Injured Staff Member - Northern Colorado YMCA

You received this package because you reported to your supervisor an injury or illness directly related to, caused by, contributed to, or significantly aggravated by events or exposures connected to the day-to-day activities of your employment in the workplace.

Any injury experienced on work time must be immediately reported to your supervisor and Human Resources using the QR Code or the Risk Management Portal at risk.ymcamso.org



For Life-Threatening Emergencies or Injuries requiring immediate care (Level 1 or 2):

1. The YMCA will call EMS and follow all established emergency procedures if necessary.
2. A Y Employee can transport employees with non-life threatening injuries that need immediate care directly to the emergency room or urgent care.
 - a. Minor staff members require two employees to transport them for medical care if their parent/guardian is not available
3. Ensure you ask for a work status notes before leaving the Emergency Room.
4. Follow steps 2 through 4, outlined below, as soon as you are able.

Seeking Care for Non-emergency Injuries (Level 3):

1. Review the list of preferred providers and select a preferred provider to visit.
2. Within 24 hours of the injury, submit a Staff Injury Report to **Human Resources** via the QR Code above or the Risk Management Portal at risk.ymcamso.org.
 - a. Click Submit Ticket on the top right or under the three line menu on a mobile device
 - b. Enter the Subject as: Staff Injury - (Your Name) - (Date of Injury)
 - c. Choose: Risk - Northern Colorado as the Category
 - d. Choose: Staff Injury/Severe Illness Report as the Option
 - e. Choose: Injured Staff Member as the Reporting Person
 - f. Continue filling in form with factual information.
3. As soon as possible submit the following to your **Supervisor**:
 - a. A copy of all documentation received from the medical provider staff (required within 24 hours of your medical visit)
4. Obtain approval from Human Resources **BEFORE** returning to work.
 - a. You may be assigned to a different role/department that fits the restrictions the medical provider imposes on your work status.
5. Give a copy of all new paperwork from the provider to your supervisor after every follow-up appointment.

Additional Information:

1. If you seek care, expect to be contacted within 48 hours by:
 - a. YMCA Enterprise Shared Services (YESS) **Human Resources**
 - b. Your Workers' Compensation claims representative from **Pinnacol Assurance**
 - i. Save your claim number and the contact information to your claim representative.
 - ii. Your claims representative will be able to assist you with questions regarding your claim, follow up appointments, etc.
2. You must attend all follow up appointments with the designated medical provider.
 - a. Follow-up appointments should be scheduled before or after work hours.
 - b. Give a copy of all new paperwork from the provider to your supervisor after **every** follow-up appointment.
 - c. You will need to attend follow-up appointments until your provider releases you back to full duty and your paperwork reflects that you have reached Maximum Medical Improvement (MMI).
 - d. Failure to attend your medical appointments as scheduled or rescheduled, may result in a loss of your Workers' Compensation benefits.
3. If you do not wish to seek medical care, follow step 2 from the Non-Emergency Injuries section above.
 - a. Choosing not to seek care immediately will not prohibit you from seeking care at a later date if the injury persists.
4. If you believe your injury will require you to be seen by a specialist (dentist, ophthalmologist, surgeon, etc.) please visit an approved Occupational Medicine provider first for a referral.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF NORTHERN COLORADO DESIGNATED PROVIDER LIST FOR INJURED WORKERS

From: YMCA of Northern Colorado

Subject: Designated Provider List Notification Letter for an Injured Worker

I am sorry to learn that you have been injured. To make sure you receive the care you need, we are filing a claim with our workers' compensation insurance carrier, Pinnacol Assurance. Pinnacol will contact you with your claim number and additional information very soon. In the meantime, **you should see one of the medical providers we have selected to treat our injured employees.** These medical providers specialize in on-the-job injuries, and I want you to have the best possible care.

Workwell Occupational Medicine
1608 Topaz Drive
Loveland, CO 80537
970.593.0125

Concentra Medical Center
290 Nickel Street #200
Broomfield, CO 80020
303.460.9339

Concentra Medical Center
1860 Industrial Circle Ste D
Longmont, CO 80501
303.682.2473

SCL Health Medical Group-Green Mountain
12790-A W Alameda Parkway
Lakewood, CO 80228
303.403.6350

Concentra Medical Center
3300 28th Street
Boulder, CO 80301
303.541.9090

Please contact one of these medical providers to be seen as soon as possible. After your first appointment, please follow up with me so we can review your medical status and work capabilities.

The respondent's representative is our workers' compensation insurance company, Pinnacol Assurance. Please see the contact information below.

Pinnacol Assurance
7501 E. Lowry Blvd.
Denver, CO 80230-7006
303.361.4000 or 800.873.7242

If you have questions, please contact me. My goal is to ensure that you get the care you need to recover quickly and return to work as soon as possible.

YMCA of Northern Colorado
2800 Dagny Way
Lafayette, CO 80026
Shelley Huntonn, Specialist, HR Operations - YESS (YMCA Enterprise Shared Services)
(312) 419-42859 | hr@ymcanoco.org