



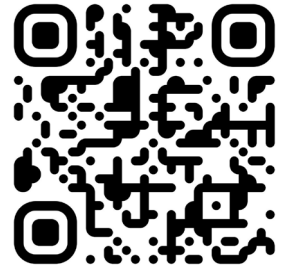
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Staff Injury/Illness Reporting Process

Injured Staff Member -Pikes Peak

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 during work must be immediately reported to your supervisor and risk management using the QR Code or the Risk Management Portal at risk.ymcamso.org.



For Life-Threatening Emergency Injuries:

1. The YMCA will call EMS and follow all established emergency procedures.
2. The YMCA will contact your emergency contact, and a supervisor or leadership may accompany you to the Emergency Room.
3. Follow steps 3 & 4, outlined below, as soon as you are able.

For Non-Emergency Injuries:

1. Select a medical provider listed below.
2. Provide the medical facility staff with all detailed information regarding your injury.
 - a. A post-accident drug test may be required for all staff accidents.
3. As soon as possible submit a copy of all **documentation** received from the medical facility staff via email to your supervisor and complete Staff Injury/Severe Illness Report via the Risk Portal (risk.ymcamso.org/new/)
 - a. Enter the Subject as: Staff Injury - (Your Name) - (Date of Injury)
 - b. Choose: Risk – Pikes Peak as the Category
 - c. Choose: Staff Injury/Severe Illness Report as the Ticket Option
 - d. Choose: Injured Staff Member as the Reporting Person
 - e. Continue filling in the form with information. Remember to be as detailed and factual as possible.
4. Obtain approval from your supervisor before returning to work.
5. Give a copy of all paperwork from the provider to your supervisor after every follow-up appointment.

Additional Information:

1. Expect to be contacted within 48 hours by:
 - a. YESS Human Resources Department
 - b. Your Workers' Compensation claims representative from **Pinnacol Assurance**. Save your claim number and your claim representative's contact information.
 - c. Your claim 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 an approved Worker's Compensation medical provider.
 - a. Follow-up appointments should be scheduled before or after work.
 - b. Failure to attend your medical appointments may result in a loss of benefits



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Medical Providers:
(FOR FOLLOW UP CARE)

UC Health Occupational Medicine
2773 Janitell Rd
Colorado Springs, CO 80906
719-365-6478
Monday – Friday 8:00 am – 5:00 pm

Concentra Medical Center – Woodmen Non-Urgent Care
6011 E Woodmen Road Ste 100
Colorado Springs, CO 80923
719-571-8888
Monday – Friday 8:00 am – 5:00 pm

Concentra Medical Center – Rockrimmon Non-Urgent Care
5320 Mark Dabbling Blvd Ste 100
Colorado Springs, CO 80918
719-636-1584
Monday – Friday 8:00 am – 5:00 pm

URGENT CARE:
(FOR NON-EMERGENCY INJURY OR ILLNESSES)

UC Health Urgent Care—Circle Square
2767 Janitell Road
Colorado Springs, CO 80906
719-365-2888
Monday – Friday 8:00 am – 8:00 pm
Sat - Sun 8:00 am- 8:00 pm

UC Health Urgent Care —Garden of the Gods 1035
Garden of the Gods Ste 120
Colorado Springs, CO 80907
719-365-3200
M-F 8:00 am – 8:00 pm
Sat - Sun 8:00 am – 8:00 pm

UC Health Urgent Care — Powers
4323 Integrity Center Point
Colorado Springs, CO 80918
719-364-6940
Monday – Friday 8:00 am – 8:00 pm
Sat - Sun 8:00 am- 8:00 pm

UC Health Urgent Care—Voyager Pkwy
13445 Voyager Pkwy
Colorado Springs, CO 80921
719-365-3220
Monday – Friday 8:00 am – 8:00 pm
Sat - Sun 8:00 am- 8:00 pm

CommonSpirit Urgent Care Broadmoor
1263 Lake Plaza Drive Ste 120
Colorado Springs, CO 80906
719-776-3330
Monday – Friday 8:00 am – 7:00 pm
Sat – Sun 9:00 am – 4:00 pm

CommonSpirit Urgent Care Tri-Lakes
17230 Jackson Creek Pkwy
Monument, CO 80132
719-571-7070
Monday – Friday 8:00 am – 7:00 pm
Sat – Sun 9:00 am – 4:00 pm

CommonSpirit Urgent Care Circle
3027 N Circle Dr
Colorado Springs, CO 80909
719-776-3216
Monday – Friday 8:00 am – 7:00 pm
Sat – Sun 9:00 am – 4:00 pm

CommonSpirit Primary Care Woodland Park
41 State Highway 67
Woodland Park, CO 80863
719-776-6184
Monday – Friday 8:00 am – 6:00 pm

Camp Shady Brook
URGENT CARE:

Castle Rock AFC Urgent Care Center
4404 Barranca Lane Ste 101
Castle Rock, CO 80104
Monday – Friday 8:00 am -8:00 pm
Saturday – Sunday 8:00 am – 8:00 pm