



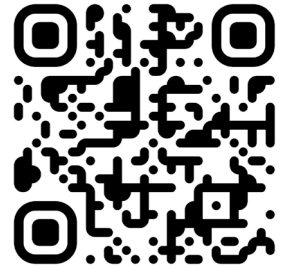
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Staff Injury/Illness Reporting Process

Injured Staff Member - Pueblo

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 – Pueblo 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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From: YMCA of Pueblo

Subject: Preferred 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 receive the best possible care.

Southern CO Clinic*

3676 Parker Blvd. Ste 220
Pueblo, CO 81008
719.553.2200

UCHealth Occupational Medicine

2773 Janitell Rd.
Colorado Springs, CO
80906 719.365.64.78

Concentra Medical Center - Pueblo

4117 N Elizabeth
Pueblo, CO 81008
719.545.0788

Concentra Medical Centers

4112 Outlook Blvd. Ste 325
Pueblo, CO 81008
719.562.6300

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.

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.

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 Pueblo
3200 E Spaulding Ave
Melissa Sonnemann, Specialist, HR Operations - YESS (YMCA Enterprise Shared Services)
(312) 419-4696 | Melissa.Sonnemann@YMCA.NET | hr@ymcanoco.org