

Champlain College - Procedures for Work-Related Injuries

(rev. 2-10-20)

For employees with work-related injury:

Medical treatment

Emergency – go to ER

- Non-emergency – ClearChoice MD Concentra Urgent Care – a walk-in clinic that specializes in work-related injuries (nonemergency). No appointment is needed. Supervisor must complete the Champlain College Injury Report (the form is available from People Center web site).
 - Employee may also go to his or her own medical care provider for follow-up care or continue with ClearChoice after initial visit at ClearChoice.

Reporting and follow-up

Employee:

- Provide supervisor and Debra Sailer Dayman/Jackie Greer (the People Center) with information about incident and injury within 24 hours so it can be reported to insurance and the State of Vermont. If Debra or Jackie is unavailable, report to Ted Winokur (Risk Management)
- Follow up with supervisor, doctor and The People Center about return to work or arrangements for light duty work. A doctor's note is required for missed work/reduced work for a work-related injury, or to return to regular work.
- Respond to Travelers Insurance Co. when they contact you to get more details about the incident and injury.

Supervisor:

- Complete the Champlain College Injury Report and send it to Debra/Jackie within 72 hours, if appropriate.
- Follow up with employee and the People Center about return to work or arrangements for light duty work. A doctor's note is required for missed work/reduced work for a work-related injury, or to return to regular work.

The People Center:

- Report incident to Travelers. Travelers files First Report of Injury to State of Vermont.
- Follow up with supervisor and Risk Management on safety and prevention issues and accident investigation as appropriate.

Risk Management:

- Receive reports from ClearChoice and the People Center about injured employees.
- Follow up with the People Center about health and safety issues and remediation.

Contacts

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