

MINOR INJURIES or ILLNESSES

1. Notify your supervisor of injury or illness.
2. Complete the "[Employee's First Report of Injury](#)" form (available from your department or Risk Management) and take with you to Student and Employee Health (SEH). Distribute copy of completed form to supervisor.
3. **Fax a completed copy of the Employee's First Report of Injury to Risk Management at 6-1520. This will ensure timely processing of claim and issuance of claim number and prescription authorization if appropriate.**

SEEKING MEDICAL TREATMENT:

1. The **employee's supervisor** should then page **Ms. Michelle Johnson of SEH at (410) 512-0021**. If the supervisor is unavailable, the employee may call.
 - **If there is NO response within 5 minutes:**
 - **Page Ms. Denise Mitchell at (410) 416-1329.**
 - **If Ms. Mitchell is not available, call the clinic Director, Dr. Kevin Dr. Kevin Ferentz, at (410) 328-8792 or page him at (410) 416-1854**
 - **If no response, report to Student and Employee Health Center.**
2. Advise them that you have an injured UMB employee. Describe nature of injury or illness.
3. Arrange for an appointment to be seen at SEH. **Be sure to take along the completed "Employee's First Report of Injury"**

STUDENT AND EMPLOYEE HEALTH:

1. Location: 29 S. Paca St., between Redwood and Lombard streets.
2. Hours: 8 a.m. to 7 p.m. Monday and Thursday; and 8 a.m. to 4:30 p.m. Tuesday, Wednesday and Friday. Closed weekends and nights.

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