

## 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. **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.**
3. The **employee's supervisor** should then page the SEH at (410) 512-0021.If the supervisor is unavailable, the employee may call.
4. Advise them that you have an injured UMB employee. Describe nature of injury or illness.
5. Arrange for an appointment to be seen at SEH. **Be sure to take along the completed “ Employee’s First Report of Injury”**

### **If there is NO response within 10 minutes:**

Beep Ms. Harriet Mandell at (410) 416-6894.

If Ms. Mandell is not available, call the clinic Director, Dr. Kevin Ferentz, at (410) 328-2686 or page him at (410) 416-1854

**STUDENT AND EMPLOYEE HELATH** (SEH) is located at 29 S. Paca St., between Redwood and Lombard streets.

**Hours** 8:30 a.m. to 7 p.m. Monday, Tuesday, and Thursday; and 8:30 a.m. to 4:30 p.m. Wednesday and Friday.