

ACCIDENT PROCEDURES

The following procedures are to be followed in case of an accident or injury to any employee (not employees through temporary services) that occurs while in the performance of duties for Grand Rapids Community College.

- If you are injured on-the-job, you must report your injury promptly to Campus Police (X-4010) or your Supervisor/ Department Head and fill out an **“EMPLOYEE INJURY REPORT FORM”**. It is imperative that you report **all injuries**, even if medical treatment is not necessary. Employees should promptly report work-related injuries, even if the injury is discovered later or the work related injury is not rapidly apparent.
- An **“Occupational Services Authorization to Treat”** form must be obtained prior to seeking medical treatment for any on-the-job injury. **Note: See approved authorized listing below.**
- After treatment, return any after care instructions to your Supervisor or Department Head for review of restrictions, if any. After reviewing, supervisors are required to send all paperwork to the Benefits Office, Cook Administration Building-2nd Floor at the DeVos Campus – Attn: Maria Belmares Herrera
- The clinic should **not** contact you for anything else at this point. If they do, please refer them to the HR Benefits Office (Ext. 4052).
- **If an injury occurs after regularly scheduled GRCC hours**, and immediate medical authorization is necessary, employees are to call Campus Police (X-4010) or contact their immediate Supervisor. If the injury is life threatening, please go to the nearest Emergency Room.
- **If treatment by a Specialist is necessary**, Spectrum Health Occupational Services will call the Benefits Office (Ext. 4052) for authorization before scheduling you with the proper physician or specialist. **Note: Medical services received from an employee’s personal physician will not be paid by Grand Rapids Community College.**

NOTE: To be considered an employee you **must** be on the payroll for Grand Rapids Community College at the time of injury. If you are not working at the College but are contracted through a temporary service, **we are not responsible for your treatment.** Please contact the HR Benefits Office (Ext. 4052) if this situation occurs. **This is extremely important.**

Spectrum Health Occupational Service Clinics – (3) Locations: (Hours subject to change, call first)

- 426 Michigan Street NE (Downtown Location) (616) 391-2778
Mon-Fri - Open 8 am - 6 pm (After Hours Initial Injury Care 7-days/week until 8 pm)
- 3350 Broadmoor SE (South of 28th St) (616) 391-2778
Mon-Fri - Open 8 am - 6 pm (After Hours Initial Injury Care 7-days/week until 8 pm)
- 6105 Wilson Ave SW (West Pavilion Location) (616) 391-2778
Mon-Fri - Open 7 am - 6 pm (After Hours Initial Injury Care 7-days/week until 8 pm)

Or After-Hours Emergent Injury Care: Blodgett Hospital Location-1840 W ealthy St SE (Adjacent to Emergency Room) (616) 391-0234

Only those people listed below can “Authorize Treatment”:

Campus Police Officers 4010	Bryan Wible (LCC/Music) 3955	Dewayn Faber (Snedden) 2182
Maria Belmares Herrera (Benefits) 4052	John Cowles (Student Center-313) 4138	Donald Dykstra ((Fieldhouse -3rd Shift) 3958
Robert Green (Main) 3952	Joe Milito (Facilities) 4118	Mike Boerman (Fieldhouse) 4266
Jeff Smoes (Facilities) 3716	Rick VanderVeen (Fieldhouse) 4261	Amy Koning (ATC) 3959
Jane Ann Benson (Preschool) 4004	Julie Parks (Godfrey M-Tec) 3714	Carol Kramer (Facilities) 4057
Jim VanDokkumburg (Facilities) 3978	Pam Miller (ATC) 4342	Dave Emelander (ATC) 3760
Esequiel Cortez (Calkins 3rd Shift) 3250	Cheryl Cole (Godfrey-M-Tec) 3808	Danelle Sedore (Printing) 3961
Jeanne Lacy (Preschool) 3970	Erin Rozek (Godfrey M-Tec) 4638	David Selmon (Lakeshore M-Tec) 3170
Cathy Kubiak (HR Director) 3971	Mike Rowe (Facilities) 3250	Brenda Cary (Main) 2359
Tina Hoxie (Student Center) 3926	Nanci Guigue (ATC) 3405	Pat Baldrige (Calkins/Ford 1st Shift) 3958

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