
SUBJECT:	Employee Injury or Illness
REVIEWED/REVISED:	2/2020; 8/2021; 10/2022
PURPOSE:	Provide guidance to protect employees in the event of illness or injury
POLICY OWNER:	Vice President of Institutional Effectiveness

POLICY:

Follow the Methodist Health System's policies and procedures briefly described below. Please refer to the "Work-Related Injury/Illness" policy and "Return to Work Following Any Injury/Illness" policy for complete information (found on the Intranet).

The Employee Health Department is the first resource to employees for the treatment/screening of work-related injuries/illnesses. The Employee Health Department is responsible for triaging non-emergent work-related injuries/illnesses, and for maintaining work-related injury/illness statistics.

In the event of a work-related injury/illness, the following procedures will be followed:

At the Time of Work-Related Injury/Illness:

Employees injured/ill on the job must notify their supervisor of the incident, then contact the Clinical Nurse Consultation Line at (855) 537-4468 as soon as possible for assessment and to report the injury/illness. If the nurse believes that the employee should seek medical treatment, the most appropriate provider will be recommended.

If the employee appears to require emergency care:

- If the employee is not at a hospital location, contact 911. Notify Campus Security at (402) 354-4055 and the Clinical Nurse Consultation Line at (855) 537-4468 as soon as possible after contacting 911.
- If the employee is at a hospital location, take the employee to the Emergency Department. Notify the Clinical Nurse Consultation Line at (855) 537-4468 as soon as possible.
- The organization may require an employee involved in an accident in the workplace to submit to drug and/or alcohol testing.

If the employee does not appear to require emergency care:

- During the hours of 6:30am-5:00pm, Monday-Friday, the employee should go to Employee Health, or contact Employee Health at 402-354-5684, who will assist in determining the best care options. Employees should not proceed to medical care without notifying the Clinical Nurse Consultation Line at (855) 537-4468, unless it is an emergency.
- After hours, if the employee does not work at a hospital location, the employee should contact his/her supervisor or designated individual and contact Clinical Nurse Consultation Line for assessment/screening and triage. Employees should not proceed to medical care without talking to their supervisor and the Clinical Nurse Consultation Line unless it is an emergency. If the employee does go to the Emergency Department for assessment, he/she should contact and contact Clinical Nurse Consultation Line as soon as possible.