

## MEMORANDUM

**DATE:** June, 13 2008  
**To:** All Boise State University Employees  
**From:** Joyce Weir & , **Mary Naccarato** Benefits Administration  
**Jim Coffey & Breck Skinner, Risk Management & Insurance**  
**Subject:** Worker's Compensation / Primary Health

Boise State University uses Primary Health for our employees who have worker's compensation injuries. The main benefit for the University is to have nearby locations for our employees to go for medical treatment when injured on the job.

Primary Health has 10 locations to serve you in the Treasure Valley. Employees injured after Primary Health's regular business hours should go to St. Luke's Emergency Room, located at the corner of Bannock and Broadway.

The following procedures are now in place:

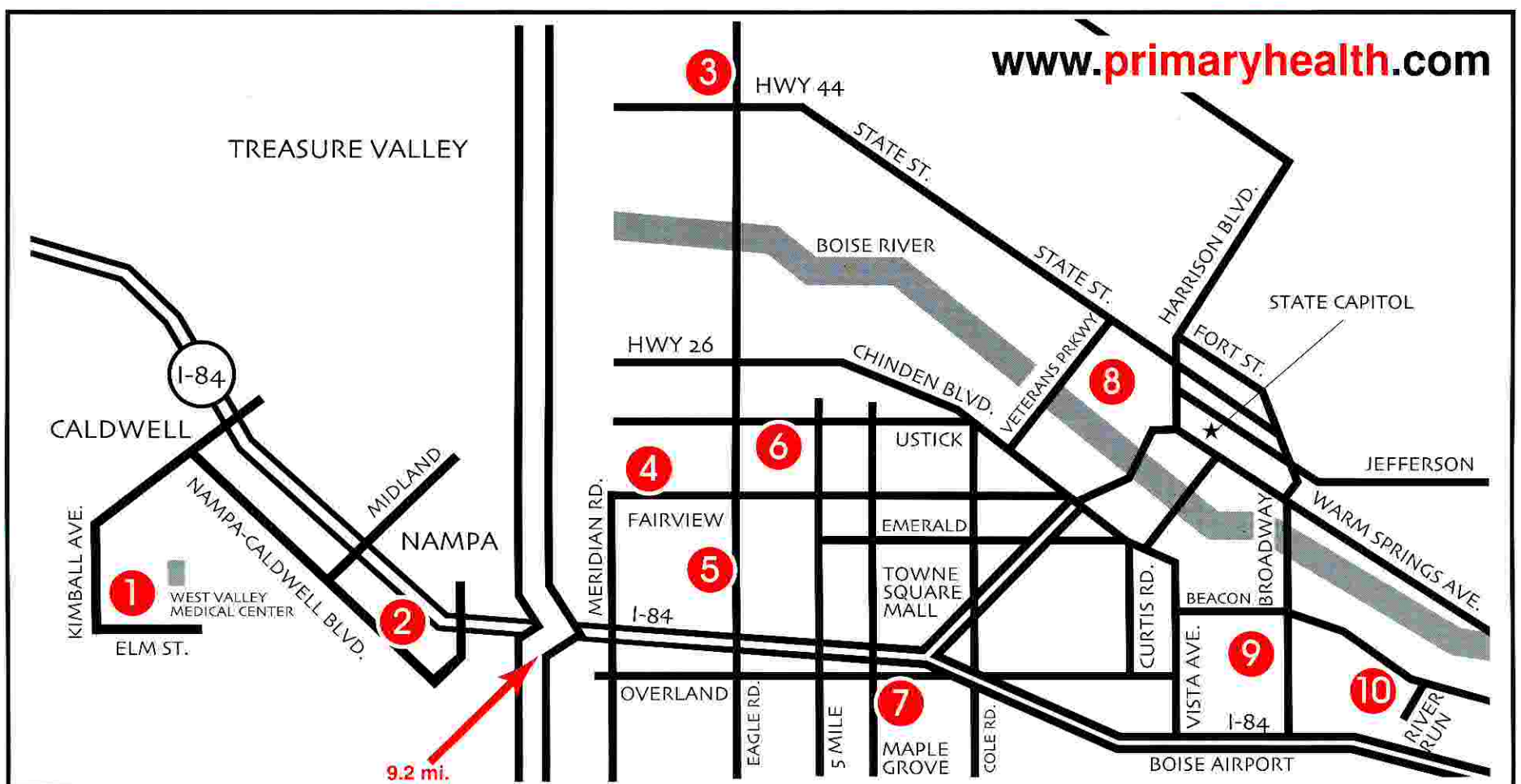
1. In the case of an on-the-job accident of an emergency nature, call 911 and have the paramedics come to the campus, and if necessary, take the injured employee to St. Luke's Emergency room. If the State Insurance Fund does not find the accident is work **caused** and the employee was taken in an ambulance, the University will cover the charges.
2. In the case of an on-the-job accident that is not serious, the employee should go to Primary Health, and if needed, the employee can be taken either by car or taxi. The University will reimburse the fee charged by the taxi.
3. **The initial medical treatment office call will be paid for by BSU's Worker's Compensation carrier, the State Insurance Fund, if the treatment is for a work caused injury or illness. If not work caused, the initial incurred medical expense cost is the responsibility of the employee.**
4. The supervisor should immediately notify (**e-mail or telephone**) **the Risk Management's office** or use the Hurt Line, at 426-4878, to report any work related injuries.

Please see the reverse side for additional information about Primary Health locations. If you have any questions about these procedures, please contact Risk Management, at 1607 University Drive (Lincoln Parking Structure), 426-5955 or 426-3012. Thank you.

# IF YOU ARE INJURED ON THE JOB\*

- 1** Contact your supervisor regarding your injury.
- 2** With your supervisor's consent, go to the nearest Primary Health Immediate Care Center.
- 3** If the injury occurs after hours and requires immediate care, go directly to the nearest hospital emergency room.
- 4** If follow-up treatment is required, go to your nearest Primary Health Immediate Care Center.

**\* If the injury is serious or life threatening, go immediately to the nearest hospital emergency room.**



**1 Caldwell**  
1825 Kimball Ave.  
**455-3545**

**2 Nampa**  
700 Caldwell Blvd.  
**466-6567**

**3 Eagle**  
435 S. Eagle Rd.  
**939-8200**

**4 Meridian**  
1130 E. Fairviewl Ave.  
**888-9393**

**5 Crossroads**  
3115 E. Florence St.  
**895-8670**

**6 West Boise**  
10787 W. Ustick Rd.  
**378-8011**

**7 Overland**  
8971 W. Overland Rd.  
**378-4288**

**8 Wellness Center**  
801 N. Stilson Rd.  
**344-7799**

**9 Broadway**  
1209 Broadway Ave.  
**345-1222**

**10 Parkcenter**  
701 E. Parkcenter Blvd.  
**344-4391**

