Worker’s Compensation Claim Process

(Contact Office of Risk Management and Insurance if assistance is needed)

**Workplace Injury Occurs**

**If an emergency call 911**

**“In the event of death or life-threatening injury, contact the Risk Manager at 426-3636.”**

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**Injured Employee**

Notifies supervisor same shift or within 24 hours.

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**Supervisor**

1. Conducts investigation and takes corrective action.
2. Reports Injury via email to Risk Management and Insurance (RMI):
   rmi@boisestate.edu
3. Report injury using Dakota WC Reporting Portal within 48 hours regardless of whether medical attention was needed or not.
   https://my.dakotasoft.com/boisestate/proactivity/dt/form.asp

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**Employee Requires Medical Treatment?**

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**University Health Services (UHS) and St Luke’s Occupational Health Clinics are Boise State’s Worker’s Compensation Preferred Medical Providers**

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**Employee seeks treatment at UHS or St Lukes Occ Health Svcs.**

(See UHS Campus Map location – 1529 Belmont St / Norco Bldg) or
(See St Lukes Occ Health Clinic Map locations)

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Risk Management receives Activity Status Report (ASR) from University Health Services or St Lukes Occ Health after treatment.

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Risk Management submits workers’ compensation claim to: Idaho State Insurance Fund

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Employee advises supervisor of any work restrictions.

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**Work Restrictions?**

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**YES**

Supervisor places the employee on modified duty to accommodate work restrictions or advises RM&I if cannot accommodate.

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**NO**

Employee returns to regular job.

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**End**

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**Contact Information**

Office of Risk Management and Insurance
426-3012
University Risk Manager 426-3636
University Health Services 426-1459
St Luke’s Occupational Health Clinic 706-7500
Human Resources – 426-1616
CAMPUS LOCATION

BELMONT ST.

MICHIGAN AVE.

NORCO BUILDING

VERMONT AVE.

UNIVERSITY HEALTH SERVICES
located on 2nd floor

BEACON ST.

Located behind the Rec Center

1529 Belmont Street Boise, ID

Boise State University's
Workers' Compensation provider

HEALTH SERVICES

• University's preferred medical provider for work-related injuries.

• Urgent care available immediately and we will triage you in quickly.

CONTACT

PHONE:
208-426-1459

E-MAIL:
healthservices@boisestate.edu

HOURS

MONDAY, TUESDAY 8am-5pm
WEDNESDAY 10am-5pm
THURSDAY, FRIDAY 8am-5pm
**Summer hours may vary**

AFTER HOURS

EMERGENCY CARE:
St. Luke's Boise Emergency Room
190 East Bannock Street
Boise, ID 83712
Occupational Health Services
Prompt, Quality Medical Care for the Injured Worker

Occupational Health Clinics – Treasure Valley
(Appointments appreciated; same day care available for acute injuries.)

St. Luke’s Boise
703 Americana Blvd., Suite 130
Boise, ID 83702
(208) 706-7500
Monday-Friday, 8 a.m.-5 p.m.

St. Luke’s Meridian
520 S. Eagle Road, Suite 2213
Meridian, ID 83642
(208) 706-5447
Monday-Friday, 8 a.m.-5 p.m.

St. Luke’s Nampa
9850 W. St. Luke’s Drive, Suite 207
Nampa, ID 83687
(208) 505-2711
Monday-Friday, 8 a.m.-5 p.m.

Fruitland
St. Luke’s Clinic – Family Medicine
1210 NW 16th Street
Fruitland ID 83619
(208) 452-8600
Monday-Friday, 8 a.m.-8 p.m.
Saturday, 9 a.m.-5 p.m.

Mountain Home
St. Luke’s Elmore
895 N. 6th East
Mountain Home, ID 83647
(208) 580-5488
Monday-Friday, 8 a.m.-5 p.m.

After Hours and Emergency Locations

St. Luke’s Eagle – Urgent Care
3101 E. State Street, Eagle, ID 83616
(208) 473-3100
Monday-Friday, 7 a.m.-10 p.m.
Saturday-Sunday, 9 a.m.-10 p.m.

Saltzer Quick Care
9850 W. St. Luke’s Drive, Suite 129, Nampa, ID 83687
(208) 288-4930
7 days/week, 8 a.m.-8 p.m.

St. Luke’s Boise – Emergency Department
190 E. Bannock Street, Boise, ID 83712
(208) 381-2235
Open 24 hours/day

St. Luke’s Meridian – Emergency Department
520 S. Eagle Road, Meridian, ID 83642
(208) 706-1140
Open 24 hours/day

St. Luke’s Nampa – Emergency Department
9850 W. St. Luke’s Drive, Nampa, ID 83687
(208) 505-2000
Open 24 hours/day

St. Luke’s Elmore – Emergency Department
895 N. 6th East, Mountain Home ID 83647
(208) 587-8401, ext. 213
Open 24 hours/day

Additional occupational health services available at our clinics include drug and alcohol testing, employment physicals, and immunizations. stlukesonline.org/occhealth
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Mountain Home ID 83647
(208) 587-9401, ext. 213
Open 24 hours/day

Magic Valley Occupational Health Services
Appointments appreciated; same day care available for acute injuries.

Twin Falls
775 Pole Line Road W., Suite 101
Twin Falls, ID 83301
(208) 814-8100
Monday-Friday, 8 a.m.-6 p.m.

Jerome
115 5th Avenue W.
Jerome, ID 83338
(208) 814-9830
Monday-Friday, 8 a.m.-5 p.m.

Additional occupational health services available at our clinics include drug and alcohol testing, employment physicals, and immunizations.

stlukesonline.org/occhealth