

This guideline provides general procedures for employee work-related injury care at the Student Health Center (SHC). For more information on injury reporting or the Workers' Compensation program visit our webpage at: [http://www.sjsu.edu/hr/cp/empl\\_injury/work\\_comp/index.html](http://www.sjsu.edu/hr/cp/empl_injury/work_comp/index.html)

1. If the injury appears life threatening immediately call 911 to request assistance through the campus police.
2. When an injury occurs in the workplace, the appropriate administrator or his/her designee may direct the injured employee to the SHC or an approved Occupational Medicine center for initial medical care. If the injury occurs after hours, when the SHC is closed, the injured employee should be directed to O'Connor Hospital Emergency Room.
3. If the injured employee is directed to the SHC, the appropriate administrator or his/her designee should call ahead (x6122) as soon as possible after the report of injury to notify SHC of the injured employee and to provide some indication that the employee's manager is aware of the incident and encouraging the visit.
4. Injured employees should be accompanied to the SHC by the manager or designee. Injured employees brought to SHC for medical evaluation will be scheduled into the next available appointment based on apparent severity of the complaint. In some cases, employees may be encouraged to leave and come back at the appointed time (which on rare occasions, could be the following day).
5. SHC will utilize any reasonable diagnostic method available within the SHC to make a determination regarding the nature and status of the employee's injury.
6. Initial treatment of an urgent problem may be rendered.
7. As part of the initial visit, SHC will generate a Doctors' First Report