BACKGROUND

MATC provides a comprehensive worker’s compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment, subject to applicable legal requirements. The goal of the program is to provide necessary medical treatment for workplace injuries so injured employees can return to work as soon as possible.

GENERAL PROCEDURES

1. An employee of Milwaukee Area Technical College or an MATC student (engaged in either performing a service for which MATC collects a fee or producing a product that is sold by MATC) who sustains an injury during the course of his/her employment has the responsibility of seeking immediate treatment and immediately reporting the injury to his/her supervisor and to the Environmental Health and Safety Coordinator, Room 2B, Milwaukee Campus, Extension 76873. **No matter how minor the injury may appear, it must be reported immediately.**

2. Other employee/student responsibilities, include, but are not limited to, promptly reporting any change in medical status; returning to work in the employee's regular job or in a temporary alternative duty position as soon as the employee is medically able; carefully following the medical program provided by the physician; following all of MATC's leave-of-absence procedures; and assisting in the investigation of the injury/illness.

3. In the event of a death of an employee or serious bodily harm, the matter must immediately be reported to Human Resources by the supervisor.

4. Milwaukee Campus

   A. An injured employee or eligible student must seek immediate treatment from the Health Center, Room 240, extension 76231.

   B. If the Health Center is not staffed and aid is necessary, extension 76200 should be dialed and the operator will summon the Public Safety officer in charge. If the switchboard is not in service, extension 76051 should be dialed to summon one of the Public Safety officers, directly, via a cellular telephone, which they carry on their person.
C. **If it is determined that conveyance to a hospital is necessary, a call should be placed to the Milwaukee Fire Department's ambulance service, 911.**

D. If the employee or student worker employee is not hospitalized on an inpatient basis and the injury will require professional treatment, the employee or student worker will be offered treatment from the Concentra Medical Clinic, 180 N. Milwaukee Street, in downtown Milwaukee. This clinic features 24-hour emergency service, and can be reached at 931-7600. The Health Center or Public Safety officer in charge will provide an Authorization for Medical Treatment form which the employee or student will take to the Concentra Medical Center to obtain treatment of the injury. The student is also free to elect his or her own medical care provider.

The clinic, after seeing the injured person, will complete a Medical Status Report form and give it to the patient to give to his/her supervisor upon returning to work. The clinic will also call the patient's supervisor and advise that the employee is returning to duty. A follow-up written report will be provided by the clinic to the college within 2-3 days of the treatment.

If the employee or student worker is hospitalized on an inpatient basis, s/he will be referred to the Concentra Medical Center for treatment/evaluation as soon after release from the hospital as practical. MATC also reserves the right to require its own independent medical examination.

If the employee or student worker prefers, s/he may obtain treatment from a different physician or clinic. S/he must then turn in a Medical/Alternate Duty Status Report Form, which has been completed by the attending physician.

E. **Within 24 hours** after the injury was incurred, an MATC Accident Report (Form OD100) must be completed by the employee's supervisor or student's instructor and returned to the Environmental Health and Safety coordinator with a copy to the Risk Manager. This form can be obtained from the campus Operations manager or the Environmental Health and Safety coordinator at the Milwaukee Campus. The supervisor should also inform the employee that a "return-to-work" statement from the treating physician will be necessary should the injury result in any time lost from work. This statement should be forwarded to the Benefits office as soon as the employee returns to work. The supervisor or instructor should not permit the employee who is returning after any lost time to resume work without a release.
F. If an outside contractor is injured while on MATC property, a Concentra Medical Center Authorization for Medical Treatment form can be provided but the form should note MATC as the party authorizing treatment. In addition, an MATC Accident Report must be filed and sent to the Environmental Health and Safety coordinator. A copy of the accident report must be sent to the risk manager.

G. Any questions concerning compensation for medical expenses or necessary disability leave should be directed to the Benefits office (Extension 76937).

5. **Regional Campuses or Evening Centers**

A. An injured employee or student must seek immediate treatment through the person "in charge." The person in charge is the Operations manager or the evening supervisor for the campus.

B. **In case of a serious injury, the local Fire Department should be called. The appropriate number for the **ALL** regional campuses is 911.**

C. If the employee or student worker is not hospitalized on an inpatient basis and the injury will require professional treatment, the employee or student worker will be provided treatment at the nearest of the following clinics:

**North**

- Milwaukee Medical Clinic (main)
  3003 West Good Hope Road
  352-3100

- Milwaukee Medical Clinic (Grafton)
  215 Washington Street
  Grafton
  375-3700

- Milwaukee Medical Clinic (Pt.Wash.)
  1777 West Grand Avenue
  Port Washington
  344-3493

**South**

- Concentra Medical Center
  5007 S. Howell
  483-7777
West (same as Main Campus)
Concentra Medical Center
180 N. Milwaukee Street
931-7600

The office of the campus team leader will provide an Authorization for Medical Treatment form which the employee or student worker will take to the clinic to obtain treatment of the injury.

6. If the employee or student is hospitalized on an inpatient basis, s/he will be referred to one of the above clinics for treatment/evaluation as soon after release from the hospital as practical.

7. If the employee or student prefers, s/he may obtain treatment from a different physician or clinic. S/he must then turn in a Medical/Alternate Duty Status Report form which has been completed by the attending physician.

8. Within 24 hours after the injury was incurred, MATC Accident Report (Form OD100), should be completed by the employee's/student's supervisor or student's instructor and returned to the Environmental Health and Safety coordinator and copied to the Risk Manager. The supervisor should also inform the employee that a "return-to-work" statement from the treating physician will be necessary should the injury result in any time lost from work. This statement should be forwarded to the Benefits office as soon as the employee returns to work. The supervisor should not permit the employee who is returning after any lost time to resume work without a release.

9. Any questions concerning compensation for medical expenses or necessary disability leave should be directed to the Benefits office (Extension 76937).