EMPLOYEE PROCEDURE WHEN A WORK-RELATED INJURY OCCURS

Medical Care: If emergency care is needed, call 9-911. If you are unsure if you need emergency care, error on the side of caution and make the call.

If immediate or urgent care is needed, go to the following preferred clinics:

- Reno/Sparks
- Las Vegas
  - Concentra Medical Centers - Preferred
- Elko
- Carson

You do not need an appointment to access medical care at the preferred clinics. Tell them that you are an employee of the university system. They will have you complete a form necessary to initiate your workers’ compensation claim.

Pharmacy: Please visit the Pharmacies Available for Injured Workers link to view a list of different pharmacies. If prescriptions are paid for up-front by employee, please submit the receipt to the Workers’ Compensation Office for reimbursement.

Reporting: Report the injury to your supervisor as soon as possible and complete a C-1 form (Notice of Injury or Occupational Disease). Your supervisor should have this form. Have the supervisor review and sign the C-1 form and fax it to the BCN Workers’ Compensation Office.

Returning to Work: You cannot return to work without a release from a physician. After you have been treated at the hospital or clinic, you will be given a form that discusses your work status. You must provide your supervisor with a copy of this form as soon as possible, but no later than your next regularly scheduled work day. If you are unable to perform the duties of your regular job, every effort will be made to temporarily modify your job so it is compatible with your physical capabilities. If this is not possible, immediately contact the BCN Workers’ Compensation Office.

Bills: You should not get any bills or be asked to pay anything out of pocket if your workers’ compensation claim is accepted. If you get any bills or incur any out of pocket expenses, contact the BCN Workers’ Compensation Office.

Contact Information: If you have any questions or concerns about the workers’ compensation process or your claim, please contact us immediately.

BCN Workers’ Compensation Office
Artemesia Building
70 Artemesia Way/MS 0241
Reno, NV 89557-0241
Phone 775-784-4394
Fax 775-784-4363
http://www.bcn-bshe.org/hr/workerscomp/