

ACCIDENT PROCEDURES

The following procedures are to be followed in case of an accident or injury to any employee (not employees through temporary services) that occurs while in the performance of duties for Grand Rapids Community College.

- If you are injured on-the-job, you must report your injury immediately (**within 24-hours**) to your Supervisor and fill out an “**EMPLOYEE INJURY REPORT FORM**”. It is imperative that you report **all injuries**, even if medical treatment is not necessary.
- An “**Occupational Services Authorization to Treat**” form must be obtained prior to seeking medical treatment for any on-the-job injury. **Note: See approved authorized listing below.**
- After treatment, return any after care instructions to your Supervisor or Department Head for review of restrictions, if any. After reviewing, supervisors are required to send all paperwork to the Payroll/Benefits Office, Room 322, College Park Plaza – Attn: Laura Alsgaard
- The clinic should **not** contact you for anything else at this point. If they do, please refer them to the Payroll/Benefits Office (Ext. 4175).
- **If an injury occurs after regularly scheduled GRCC hours**, an immediate medical authorization is necessary, employees are to call Sharon Gates at (616) 837-8802. If the injury is life threatening, go to the nearest Emergency Room.
- **If treatment by a Specialist is necessary**, Spectrum Health Occupational Services will call the Payroll/Benefits Office (Ext. 4175) for authorization before scheduling you with the proper physician or specialist. **Medical services received from an employee’s personal physician will not be paid by Grand Rapids Community College.**

NOTE: To be considered an employee you **must** be on the payroll for Grand Rapids Community College at the time of injury. If you are not working at the College but are contracted through a temporary service, **we are not** responsible for your treatment. Please contact the Payroll/Benefits Office (Ext. 4175) if this situation occurs. This is extremely important.

Spectrum Health Occupational Service Clinics – (3) Locations: (Hours subject to change, call first)

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| ● 973 Ottawa Ave NW
(South of Leonard) | Mon-Fri - Open 7 am - 6 pm | 616/391-2778 |
| ● 3350 Broadmoor SE
(South of 28 th St) | Mon-Fri - Open 7 am - 6 pm
Sat-Sun - Open 8 am - 10 pm | 616/391-2778 |
| ● 6105 Wilson Ave SW
(West Pavilion Location) | Mon-Fri - Open 7 am - 7 pm
Sat-Sun - Open 8 am - 10 pm | 616/391-2778 |

After-Hours Emergent Injury Care :

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| ● Blodgett Hospital Location
(Adjacent to Emergency Room) | 1840 Wealthy St SE | 616/391-0234 |
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Only those people listed below can authorize treatment:

Campus Police Officers	4010	Dan Scribner	3955	Tom Hofmann	4269
Laura Alsgaard	4175	Pat Baldridge	3958	Joey Sutherlin	4266
Bob Lacy	3952	Joe Milito	4118	George Waite	3818
Becky Bailey	4038	Jeff Smoes	3716	Rick VanderVeen	4261
C. Peterson (2 nd shift)	3523	Jane Ann Benson	3970	Tom Smith	3951
Aaron Chew	4169	Carol Kramer	4057	Dave Emelander	3760
Paula Sullivan	4342	Fiona Hert	3828	Danelle Sedore	3961
Maria Herrera-Belmares	4052	Cheryl Cole	3808	Eric Williams	3720
Maggie Koron	3970	Mike Rowe	3250	Dan Clark (M-Tec Hol)	4354
Cathy Wilson	3971	Tina Hoxie	3926	Sharon Gates	4058
Janice Holton	4018	Bryan Wible (Snedden)	2182		

GRAND RAPIDS COMMUNITY COLLEGE WILL ACCEPT THE RESPONSIBILITY FOR PAYMENT OF MEDICAL SERVICES ONLY WHEN SUCH SERVICES ARE PROVIDED UNDER THE PROVISIONS OUTLINED ABOVE.