

**RIT's Workers' Compensation
Workplace Injury/Illness Process**

Contact List

PJ Britt, Human Resources – 475-2429
Sue Hill, Nurse Case Manager – Future Comp – (716) 314-2077

Life Threatening/Serious Injury	Non Life Threatening/Non Serious Injury – requiring medical care
<ul style="list-style-type: none"> • Immediately contact Public Safety at 475-3333. • Supervisor contacts PJ Britt by phone in RIT Human Resources immediately at (585) 475-2429. If after hours, leave a message. • If PJ is unavailable during business hours, contact Sue Hill at Future Comp at (716) 314-2077. • Complete Employee Accident Report in full and email (pjbpsn@rit.edu), fax (475-7170) or hand-deliver to PJ Britt. • Note: In these situations, the employee will most likely not be available to sign the accident report form...please forward the report anyway. Have the employee sign a copy when they are able to return to work. 	<ul style="list-style-type: none"> • Immediately call RIT's Case Manager, Sue Hill at Future Comp– (716) 314-2077. Sue will set up a medical appointment based on urgency of care required. • If you cannot reach Sue, call one of the following Urgent Care Facilities- Rochester Immediate Care (585) 225-5252 - 2745 W. Ridge Rd (585)444-0058 – 2685 E. Henrietta Rd. (585) 388-5280 - 2226 Penfield Rd • <u>After Hours:</u> Rochester Immediate Care M-F 9am-9pm/Weekends 9am-8pm • If employee is being directed immediately for medical care and cannot/should not drive, provide transportation to the appointment. • Complete Employee Accident Report and email (pjbpsn@rit.edu), hand-deliver or fax (475-7170) to PJ Britt. <p>Note: Waiting times in Urgent Care Facilities are generally much less than an ER. Please note-you may have a nominal wait time as these facilities do accept pre-scheduled appointments.</p>