# 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
- 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.

### Non Life Threatening/Non Serious Injury – requiring medical care
- 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
  - **After Hours:**
    - 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.

### 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.

---

7/28/2021