RIT Workers Compensation Workplace Injury/Illness Process

Workplace injury or illness occurs

- Call RIT Public Safety at (585) 475-3333 - they will request an ambulance

- Supervisor contacts PJ Britt immediately by phone in RIT HR at (585) 475-2429 - if after hours leave a message

- If PJ is not available during business hours, supervisor contacts Pam O'Leary, RIT Case Manager at USI Insurance Services at (585) 736-5898

- Supervisor or employee contacts Pam O'Leary, RIT Case Manager at USI Insurance Services (585) 736-5898

- If Pam is not available, contact
  - Rochester Immediate Care
    2745 W. Ridge Rd - (585) 225-5252
    2685 E. Henrietta Rd - (585) 444-0058
    M-F 9am-10pm/Sat-Sun 9am-8pm
  - Eastside Urgent Medicare Care
    2226 Penfield Rd - (585) 388-5280
    M-F 10am-10pm/Sat-Sun 9am-6pm

- Is it serious or life threatening?
  - Yes
    - Contact one of the following:
      - Rochester Immediate Care
        2745 W. Ridge Rd - (585) 225-5252
        2685 E. Henrietta Rd - (585) 444-0058
        M-F 9am-10pm/Sat-Sun 9am-8pm
      - Eastside Urgent Medicare Care
        2226 Penfield Rd - (585) 388-5280
        M-F 10am-10pm/Sat-Sun 9am-6pm

  - No
    - Is it during regular business hours?
      - Yes
        - Supervisor and employee complete RIT Accident Report Form and hand-deliver, email (pjbpsn@rit.edu) or fax (475-7170) to PJ Britt in HR. Forward form even if employee is not available to sign it.
      - No
        - Supervisor or employee contacts Pam O'Leary, RIT Case Manager at USI Insurance Services (585) 736-5898

1/11/2017