



Human Resources, 1700 SW College Ave., Topeka, KS 66621

## Have you been injured at work?

### What should Washburn University Employees do?

1. Seek immediate medical treatment if the injury or accident is life threatening.
2. Report all on-the-job injuries and accidents to your supervisor immediately.
3. Contact Human Resources at 785-670-1538 **THE DAY** the injury or accident occurs.
4. Complete the required documentation, which can be obtained from:

**Washburn University Human Resources**

OR

**Office of the Dean, Washburn Institute of Technology**

5. Return all completed forms, including medical documentation from treating physician, to Human Resources, Morgan Hall 118.

### Procedures for all medical treatment:

**Where to Report:** **Stormont-Vail WorkCare**, located at 1504 SW 8th Avenue, Topeka, KS 66606, is the authorized health care provider for all work related injuries which require medical attention. Give the Admission representative your name and tell them you are employed by Washburn University. **Please call 785-270-8605 for an appointment.**

**WorkCare Hours:** Open Monday—Friday 8a.m.– 5 p.m.

After Hours Care: Stormont-Vail Emergency Room 1500 SW 10th Ave.

### **Directions to Stormont-Vail WorkCare from Washburn University:**

North on SW Washburn Avenue, continue onto SW Lane Street. Turn left onto SW 8th Avenue. WorkCare is located inside of Kansas Rehab Hospital. Enter through main front doors and head left. WorkCare is the first door on the right past the elevator.