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HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT  
ANDREA MCGEE  
DIRECTOR

**TO: All Employees**  
**FROM: Human Resources and Risk Management**  
**RE: Designated Medical Providers for Work Related Injuries and Illness**

All on the job injuries and job-related illnesses must immediately be reported to the injured employee's supervisor AND the Human Resources and Risk Management Office (HRM). The injured employee must complete an Employee's Written Notice of Injury. The supervisor will forward the Employee's Written Notice of Injury form to HRM within 24 hours.

Injuries which occur on regular business days between 8:00 am and 5:00 pm must be reported immediately, either in person or by phone to the Human Resources and Risk Management Office. If medical attention is required, the employee will need to report to HRM. *All Medical appointments will be arranged through HRM.* Any injury occurring outside of regular business hours MUST be reported to HRM the next business day. In the event the employee cannot report the injury or illness, the Supervisor must notify HRM staff.

**(719) 520-7486**

**(719) 520-7488**

**(719) 520-7431**

Injured employees must report in person to HRM as soon as possible after the injury or the initial treatment. If medical treatment for an on-the-job injury is needed, it must be obtained from a physician designated by HRM. All follow-up care and referrals must be coordinated and approved through the HRM Office.

Employees with serious injuries requiring immediate medical attention, occurring outside of Human Resources and Risk Management's Office hours should proceed to:

**PENROSE HOSPITAL EMERGENCY ROOM, at**  
**Main: 2222 N. Nevada Ave (Open 24 hrs)**  
**Penrose Urgent Care: 3027 N. Circle Dr (Open daily 8am-8pm)**  
**St. Francis Medical Center: 6001 E. Woodmen Rd (Open 24 hrs)**

In the event of a life-threatening emergency, the employee will be sent to the nearest emergency medical facility. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

Amendments to the Colorado Workers' Compensation Act require that employees be given the following notice.

**IF INJURED ON THE JOB, WRITTEN NOTICE MUST BE GIVEN TO YOUR EMPLOYER WITHIN FOUR (4) WORKING DAYS OF THE ACCIDENT PURSUANT TO SECTION 8-43-102-(1) C.R.S.**

Failure to report injuries within four business days can jeopardize workers' compensation benefits.

