Name of Policy: Emergency Medical Treatment for Employees  
Policy Number: 3364-100-55-07  
Department: Hospital Administration  
Approving Officer: Chief Executive Officer - UTMC  
Responsible Agent: Interim Chief Medical Officer  
Scope: The University of Toledo Medical Center  
Effective Date: 3/1/2017  
Initial Effective Date: November, 1981  

<table>
<thead>
<tr>
<th></th>
<th>New policy proposal</th>
<th>Minor/technical revision of existing policy</th>
<th>Major revision of existing policy</th>
<th>Reaffirmation of existing policy</th>
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<tbody>
<tr>
<td>Policy Statement</td>
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<td>To provide a mechanism for examination and treatment for the University of Toledo Medical Center employee who may become injured or ill on the job.</td>
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<tr>
<td>Purpose of Policy</td>
<td>Employees seeking treatment in the Emergency Department will be handled in a uniform manner.</td>
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| Procedure        | 1. When seen in the Emergency Department, a Hospital Medical Record will be assembled for all employees seeking emergency treatment while on duty. Patient demographic and insurance information will be entered into the computer for each patient receiving care.  
2. The established Emergency Department routine will be followed.  
3. An occurrence report will be completed for any job related injury or illness.  
4. A "Work Release Slip" will be completed if the employee is unable to work.  
5. Family Medical Leave Act and Disability Forms for non-work related illnesses will need to be completed by the employee’s Primary Care Physician. |

Approved by:  
Daniel Barbee, RN, BSN, MBA  
Chief Executive Officer - UTMC  
Review/Revision Completed By:  
HAS  
Employee Health Nurse  
Date: 12 June 2017  

Review/Revision Date:  
8/23/83  9/22/93  3/1/2017  
9/7/84  8/16/96  
5/30/86  7/31/98  
6/29/87  8/20/01  
6/15/88  7/21/04  
2/17/89  12/13/06  
3/22/90  11/17/2010  
10/10/91  2/1/2014  

Next Review Date: 3/1/2020  
Policies Superseded by This Policy: 7-55-7