

Name of Policy: <u>Emergency Medical Treatment for Employees</u> Policy Number: 3364-100-55-07 Department: Hospital Administration Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Chief Medical Officer Scope: The University of Toledo Medical Center	 THE UNIVERSITY OF TOLEDO MEDICAL CENTER
	Effective Date: 5/1/2020 Initial Effective Date: November, 1981
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

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.

(B) Purpose of Policy

Employees seeking treatment in the Emergency Department will be handled in a uniform manner.

(C) 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: <u>/s/ Richard P. Swaine, CPA</u> Chief Executive Officer - UTMC <i>Review/Revision Completed By:</i> HAS Employee Health Nurse	<u>05/22/2020</u> Date	Review/Revision Date: 8/23/83 9/22/93 3/1/2017 9/7/84 8/16/96 5/1/2020 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: 5/1/2023
Policies Superseded by This Policy: 7-55-7		