

## What to do in the case of a DMACC Workplace Injury or Illness

### Assisting the Injured Employee

1. An employee who is injured at work must immediately report the incident to the supervisor.
  2. The supervisor is required to:
    - A. Obtain immediate medical attention for the injured worker at a DMACC designated workers' compensation treatment center (**Designated Workplace Injury/Illness Medical Provider List** follows). **For emergency situations, initial treatment may occur at the first available medical facility.**
    - B. Call the physician or medical facility to set up a time for the employee to be seen by the clinic medical provider. In certain situations the clinic cannot see the injured employee right away.
    - C. Complete a DMACC Incident Report form (found @ <https://infopath.dmacc.edu/security/default.aspx>).
    - D. Inform employee that the DMACC Workers' Compensation contact, the Benefits Specialist in Human Resources, will be contacting them to follow up on the doctor's recommendation and the current condition of the employee.
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### Important Information for the Injured Employee

DO NOT USE YOUR DMACC GROUP HEALTH MEMBERSHIP CARD if this injury/illness was sustained while working or acting in an official capacity for Des Moines Area Community College.

Please review the facilities on the **DMACC Workplace Injury/Illness Medical Provider List (listing follows)**. If you choose to be treated by any other medical facility and/or physician you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with Iowa's Workers' Compensation statute.

You should call or have someone call for you to make a medical appointment for a work related injury or illness.

If you have any questions regarding this process, please call the Human Resources Benefits Specialist, your workers' compensation contact at DMACC: 515-964-6258.

**Ankeny Campus**

2006 S. Ankeny Blvd.  
Ankeny, IA 50023-3993  
515-964-6200

**Boone Campus**

1125 Hancock Drive  
Boone, IA 50036-5399  
515-432-7203

**Carroll Campus**

906 N. Grant Road  
Carroll, IA 51401-2525  
712-792-1755

**Newton Campus**

600 N. 2nd Avenue W.  
Newton, IA 50208-3049  
641-791-3622

**Urban Campus**

1100 7th Street  
Des Moines, IA 50314-2597  
515-244-4226

**West Campus**

5959 Grand Avenue  
W. Des Moines, IA 50266-5302  
515-633-2407