



Operating Protocol & Procedure

Details

Number: 243

Title: Workers' Compensation

Category: Employees

Responsibility: Human Resources

Approval Date: 8/31/15

Effective Date: 8/31/15

Revised: 12/10/21

Reviewed: May 2024

Purpose

To define the Workers' Compensation insurance and processes.

Applicability

All employees and students in a clinical assignment.

Definitions

Employee – faculty, instructors, administrative/professional/technical staff, classified staff, and students in clinical assignments.

References

[State of Colorado, Department of Risk Management, Worker's Compensation Guidelines](#)

Attachments

Attachment 1: Workers' Compensation Guidelines

Operating Protocol

Workers' Compensation insurance provides employees with appropriate medical care at no cost to the employee and a portion of lost wages following a work-related injury, illness, or disease.

Human Resources is responsible for the administration of the Workers' Compensation program for the college and will process all claims in accordance with the guidelines provided by the State of Colorado, Department of Risk Management.

Procedure

Attachment 1 outlines the procedures to be followed if an employee is injured on the job or during a clinical assignment.

Attachment 1 Worker's Compensation Guidelines

Life or limb-threatening emergency

- Call 911 or
- Go to the nearest emergency medical facility.
- If you are seen after hours or at an emergency room, you must follow-up with a PCC designated provider.

Non-life or limb-threatening injury or illness:

- Report to your immediate supervisor within the work/clinical shift it occurs.
- Report the injury to the 24/7 Nurse Triage line at (855) 542-4064.
- The injured employee/clinical student and the supervisor must report the incident to Human Resources at pcchr@pueblocc.edu.
- Colorado law requires an injured employee/clinical student to report an on-the-job injury in WRITING WITHIN four (4) working days.

All treatment must be provided by a designated provider or referred by the designated provider. You may not go to your own health care provider and no treatment from your own health care provider will be covered. Individuals who sustain an injury on campus and are not employed by Pueblo Community College must seek benefits from their personal health insurance carrier.

Pueblo Concentra Medical Centers 4112 Outlook Blvd, Suite 325 Pueblo, CO 81008 (719) 562-6300 8:00 am – 5:00 pm M – F	Pueblo Concentra Urgent Care 4117 N Elizabeth St Pueblo, CO 81001 (719) 545-0788 8:00 am – 8:00 pm M – F 8:00 am – 6:00 pm Sat	Pueblo Southern Colorado Clinic – Occupational Medicine 3676 Parker Blvd. Suite 220 Pueblo, CO 81008 (719) 553-2207 7:30 am – 6 pm M – F
Cañon City Centura Health Urgent Care 3245 E. Highway 50 Cañon City, CO 81212 (719) 285-2888 8:00 am – 5:00 pm M – F	Durango – Centura Center for Occupational Medicine 810 3 rd St, Suite 202 Durango, CO 81301 (970) 764-9850 8:00 am – 5:00 pm M – F	Durango (After Hours Emergencies) Centura Mercy Hospital 1010 Three Springs Blvd Durango, CO 81301 (970) 247-4311