The following Treatment and Insurance Claims Reporting Policy and Procedure is applicable to all Kirkwood Community College employees and all students participating in clinical programs.

I.  Treatment and Reporting Procedure and Requirements

As soon as any clinical/work-related incident (injury or illness) occurs, the following process should be followed:

A.  Any Kirkwood employee or a student in a clinical setting, having knowledge of an incident, should report the incident immediately to their department supervisor or clinical instructor.

B.  Non-Emergency and Non-Urgent Illness / Injury Incidents

These incidents include those where an appointment is required and there is not an obvious concern of the threat of loss of life or limb if care is not urgently or emergently provided. Some examples of these incidents include minor sprains, strains, back pain, minor burns.

- If the incident occurred on main campus, the employee or student should report to Campus Health (111 IA Hall) for evaluation by the Campus Nurse and completion of the required documentation (letter “D” below). The incident needs to be reported within 24 hours (or the next business day).

- After evaluation, the Campus Nurse or designated person should complete a Kirkwood Illness and Injury Report form. One copy of this form will remain in Campus Health office in the employee or student medical file. A second copy of this form will be sent to the Insurance Program Manager in Kirkwood Business Services within 24 hours (or the next business day). The employee or student can also be given a copy upon request.

- All non-emergency or non-urgent healthcare evaluations related to the incident must be scheduled at St. Luke’s Corporate Health / Work Well Clinic located at 830 1st Ave NE, 319-369-8153. Failure to use St. Luke’s Corporate Health/ Work Well Clinic may result in loss of benefits for payment of services.

- If off-campus (Outreach Centers / Iowa City campus), the Kirkwood Illness and Injury Report form (available @ http://www.kirkwood.edu/campushealth/formsnew.html) should be completed and sent to Campus Health (111 Iowa Hall, Main Campus) within 24 hours of the incident. All non-emergency / non-urgent healthcare evaluations related to the injury must be scheduled at St. Luke’s Corporate Health/ Work Well Clinic located at 830 1st Ave NE, 319-369-8153. Failure to use St. Luke’s Corporate Health/ Work Well Clinic may result in loss of benefits for payment of services.
C. **Urgent and Emergency Medical Care Incidents**  
These include incidents where there is a concern of the loss of life or limb. Some examples would include suspected heart conditions, severe back injury with neurological changes or severe pain, or a laceration needing stitches.

- In the Cedar Rapids / metro area, the designated emergency department is St. Luke’s Emergency Department located at 1026 A. Ave NE, Cedar Rapids, 319-369-7105.

- At the outreach centers and at the Iowa City campus, a St. Luke’s or Iowa Health Systems medical facility is preferred, but the nearest facility should be used for a true emergency.

D. The Campus Nurse, Insurance Program Manager or designated person will assure that the injured employee or student is given an information packet including:

1. A copy of this policy and procedure.
2. The First Report of Injury or Illness form (if outside medical care is needed) and a business reply envelope.
4. Information on Employers RX Center for prescriptions and notification/authorization form.

E. When a health insurance claim is received, an investigation will commence to determine the type of claim, severity of the incident, and the identification of the people and / or property involved.

**II. Employee / Student Responsibilities**

A. Any Kirkwood employee or a student in a clinical setting, having knowledge of an incident, should report the incident immediately to their department supervisor or clinical instructor and follow the treatment and reporting procedure and requirements as listed above.

B. All employees or students should submit all bills and / or receipts of medical services or care as a result of the incident to the Kirkwood Insurance Program Manager, 219 KH, Main Campus.

C. The employee or student should also notify the Kirkwood Insurance Program Manager of any claim they feel is not being resolved either as quickly as it should or in the manner they feel it should.

D. Kirkwood employees and students will be responsible for all costs deemed not covered by Kirkwood Community College after the claim has been adjusted and payment has been authorized.

F. Kirkwood employees and students may be held responsible for all costs of non-emergency or non-urgent healthcare services related to a work or clinical injury or illness not provided by St. Luke’s Corporate Health / Work Well Clinic.
III. Kirkwood Community College Responsibilities

A. Emphasize safety practices and accident prevention to avoid losses.

B. Advise employees and students, involved in an incident, not to make any statements regarding fault or liability.

C. Encourage employees and students to ensure all incidents are promptly reported and documented.

D. Initiate a report on all incidents to ensure that a written record exists. All incidences involving actual, or suspected criminal acts, or if required by law, ordinance, or regulation, should be promptly reported to the appropriate law enforcement agency.

E. Any damaged property should be protected to prevent any additional damage, injury or loss.

IV. Contact Information

CORPORATE HEALTH CLINIC
Doctor: St. Luke’s Corporate Health / Work Well Clinic
Address: 830 1st Ave NE
Telephone Number: 319-369-8153

AMBULANCE
9- 911 (from campus phone)
911 (from non-campus phone)

HOSPITAL EMERGENCY ROOM
Hospital: St. Luke’s Emergency Department
Address: 1026 A. Ave. NE
Telephone Number: 319-369-7105

KIRKWOOD HEALTH SERVICES
Campus Health 319-398-5588
Emergency Cell 319-310-5199
Kirkwood Community College
Main Campus, 111 IA Hall
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52406

KIRKWOOD INSURANCE PROGRAM MANAGER
319-398-5631
Insurance Program Manager
Kirkwood Community College
Main Campus, Business Services, 219 KH
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52406

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