

Pittsburg State University – Workers Compensation Guide

What to Do When an Employee Gets Injured at Work



The State Self Insurance Fund (SSIF) processes all Workers Compensation claims for Pitt State.

****IF IT IS AN EMERGENCY, IMMEDIATELY SEEK MEDICAL TREATMENT****

Prior authorization is not required for emergency care, but the Supervisor should notify SSIF as soon as possible at (785) 296-2364.

1. Notify the Supervisor

The injured employee must inform their Supervisor (or designated individual) immediately. If unable to do so, the injury must be reported within 5 days.

2. Call 24/7 Nurse Triage Line for Treatment Authorization

For non-emergencies, obtain prior authorization by calling the 24/7 Nurse Triage Line: (833) 756-2007.

An RN will assess the situation and provide guidance.

3. Complete PSU Incident Report

The injured employee and Supervisor (or designated individual) must complete a PSU Incident Report within 5 days of the incident.

- Find the form on the HR webpage under *Forms* or *Current Employee Benefits > Workers Compensation Insurance*.
- **Supervisor:** provide a copy of the completed PSU Incident Report to the injured employee, HR, and the Campus Safety Officer (c/o Joe Sheehy). Keep the original in your files.

4. Submit Employer's Report of Accident via SSIF Web Portal

The Supervisor (or designated individual) must complete an electronic Employer's Report of Accident via the SSIF Web Portal within 20 days of the incident.

- A link to the SSIF Web Portal can be found on the HR webpage under *Current Employee Benefits > Workers Compensation Insurance > State Self Insurance Fund Portal*.
- If you don't have access to the portal, you will need to request access in an email to sehbp.wc1101a@ks.gov.
- **Note:** Pitt State's Agency Number is 385. For the employee's hire date, contact HR if unknown.
- Complete all required fields (identified by red boxes). Once filled, the **SUBMIT** button will appear at the bottom – click it to send the report to SSIF.
- The email entered in the "Form Completed By" section, will receive a confirmation email with a PDF of the report and the claim number. If no email is received, verify that you clicked **SUBMIT**.
- Once submitted, provide a copy to HR by printing directly from the portal or forwarding the confirmation email to payroll@pittstate.edu.
- For assistance with the SSIF Web Portal, review this [Submitting a Worker's Comp Claim](#).

5. Determine if any restrictions given by the medical provider can be accommodated

- ★ Refer any medical provider asking for authorization of medical care to SSIF at (785) 296-2364.
- ★ Bring all medical documents to HR for submission to SSIF.
- ★ Keep the SSIF and HR informed of any changes in the injured employee's status – including work restrictions, absences, or return-to-work updates.

Contact Information

- SSIF: Call (785) 296-6995
- Pitt State HR: Call (620) 235-4191 or Email payroll@pittstate.edu

For additional information on Workers Compensation, visit the Pitt State HR webpage.