

Human Resources & Risk Management

Xavier Frost, Chief Human Resources Officer
719-520-7486
Pikes Peak Regional Development Center
2880 International Circle, Suite N060
Colorado Springs, CO 80910
www.ElPasoCo.com

Board of County Commissioners
Holly Williams, District 1
Carrie Geitner, District 2
Stan VanderWerf, District 3
Longinos Gonzalez, Jr., District 4
Cami Bremer, District 5

TO: All Employees
FROM: Human Resources and Risk Management
RE: Designated Medical Providers for Work Related Injuries and Illness

All on the job injuries and job-related illnesses must immediately be reported to the injured employee’s supervisor AND the Human Resources and Risk Management Office (HRM). The injured employee must complete an Employee’s Written Notice of Injury Form.

Injuries which occur Monday through Friday between 8:00 am and 4:30 pm must be reported immediately by phone, or by email to the Human Resources and Risk Management Department using the following contact information.

(719) 520-7486 **HRM-Risk@elpasoco.com**

Any injury occurring outside of regular business hours MUST be reported to HRM the next business day. In the event the employee cannot report the injury or illness, the Supervisor must notify HRM staff.

If possible, injured employees will report in person to HRM immediately after the injury or the initial treatment. Medical treatment for an on-the-job injury is provided only by an authorized treating physician and not an employee’s personal physician. All follow-up care and referrals must be coordinated and approved through HRM.

Employees with serious injuries requiring immediate medical attention occurring outside of Human Resources and Risk Management’s normal business hours should proceed to the nearest emergency medical facility or urgent care facility.

In the event of a life-threatening emergency, the employee will be sent to the nearest emergency medical facility. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

Amendments to the Colorado Workers’ Compensation Act require that employees be given the following notice. **IF INJURED ON THE JOB, WRITTEN NOTICE MUST BE GIVEN TO YOUR EMPLOYER WITHIN FOUR (4) WORKING DAYS OF THE ACCIDENT PURSUANT TO SECTION 8-43-102-(1) C.R.S.**

Failure to report injuries within four business days can jeopardize workers’ compensation benefits.

I, the undersigned employee, have read and understand the foregoing notice.

Signature of Employee

Print Name

Date

Dept