



What should an injured employee do? (by Cori J. Leung, The Employee Workplace 75/P </LBo

[Injury/Illness Incident Report](#) with your supervisor on the same day as the injury, if possible

- Include as much detail as possible regarding the injury (i.e. location (campus, street, building, floor); injured body part, description of how injury occurred).
- The report MUST be completed even if the injury is considered minor, if medical attention was not needed or if time was not lost from work.
- When the form is completed and signed by both you and your supervisor, send it to the Office of Human Resources by email [iup@iup.edu](mailto:iup@iup.edu) or fax (724) 357-2685.

4. Seek non-emergency medical treatment within the first 90 days from a physician listed on the [Panel of Physicians](#)

- [Workers' Compensation Information Sheet for APSCUF/COACHES/MANAGERS/PAU/](#)