



Campus Accident Process

The campus has three classifications of people that are involved in campus accidents: employee, student, and non-employee/student. The process for reporting accidents differ among the three groups. The following is the process for each group of people when they are involved in a campus accident.

Employee:

- 1). Notify security so that the accident can be reported and seek medical treatment if necessary.
- 2). Notify Human Resource Services (HRS). HRS will provide the employee with a “Notice of Injury” report to complete and submit within 10 days of the accident. The supervisor of the employee will receive a “Supervisor’s Accident Report” to complete and return to HRS.
- 3). HRS submits the “Notice of Injury” report to the State Insurance Fund. The State Insurance Fund takes the case from this point and HRS is no longer involved unless additional information is requested.

Student:

- 1). Seek medical treatment if necessary and notify security so that the accident can be reported. All students have the option to go to Student Health Services for treatment and/or referral to a doctor.
- 2). When seeking medical treatment outside of LCSC, the student will give the hospital his/her student health insurance information and assume responsibility for the charges.
- 3). Notify Administrative Services. Administrative Services will provide the student with a “LCSC Accident Report” form to complete and submit as soon as possible.
- 4). Administrative Services submits the “LCSC Accident Report” to the Office of Insurance Management (OIM) and sends the student the “Citizen’s Claim Procedure” (form and information) in case the student would like to file for medical and/or damages reimbursement. The student is responsible for submitting medical bills to OIM with the claim form received from LCSC. OIM takes the case from this point and Administrative Services is no longer involved unless additional information is requested.

Non-Employee/Student:

- 1). Seek medical treatment if necessary and notify security so that the accident can be reported.
- 2). When seeking medical treatment, the person will give the hospital his/her health insurance information (if applicable) and assume responsibility for the charges.



- 3). Notify Administrative Services. Administrative Services will provide the person with a “LCSC Accident Report” form to complete and submit as soon as possible.
- 4). Administrative Services submits the “LCSC Accident Report” to the Office of Insurance Management (OIM) and sends the person the “Citizen’s Claim Procedure” (form and information) in case the person would like to file for medical and/or damages reimbursement. The person is responsible for submitting medical bills to OIM with the claim form received from LCSC. OIM takes the case from this point and Administrative Services is no longer involved unless additional information is requested.

Note: If a facility use agreement has been completed, and an outside agency has assumed liability for an event, then Administrative Services would submit the “LCSC Accident Report” to the liable agency and OIM.

Human Resource Services is located in ADM 101 and can be reached at (208) 792-2269.
Administrative Services is located in ADM 106 and can be reached at (208) 792-2240.