North Dakota State University
Important Notice to Employees
In Case of an Injury at Work

(1) Report incident/injury immediately to your supervisor.

(2) Assess for first aid or medical treatment.

(3) Complete the incident report immediately and submit it within 24 hours to the Safety Office. Do this regardless if medical treatment is needed or not.

(4) If medical care is needed, let the designated medical provider know this is a work related injury.

(5) Make immediate contact with the NDSU Loss Control and Claims Specialist (701-231-9587) to complete additional required workers’ compensation paperwork and provide copies of all documents from your medical care appointment. A claim will be filed with ND WSI who gathers information, reviews the facts and makes a determination regarding acceptance or denial of claim. WSI will notified the employee and NDSU of their decision.

(6) Employee is required to follow medical restrictions 24/7, not just during work hours and keep the NDSU Loss Control and Claims Specialist informed of all referrals, restrictions and visits.

(7) Supervisor must monitor the employee’s return to work and provide for temporary accommodations for restrictions.

(8) Employee is required to accept modified work.

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NDSU’s Designated Medical Providers for Fargo Campus

<table>
<thead>
<tr>
<th>Sanford Clinic Occupational Medicine</th>
<th>Essentia Health Occupational Medicine</th>
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</thead>
<tbody>
<tr>
<td>3838 12th Ave. N. Fargo, ND 58108</td>
<td>1100 19th Ave. N. Fargo, ND 58102</td>
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<tr>
<td>Hours: 8:00 – 5:00</td>
<td>Hours: 8:00 – 5:00 Appt only/No walk-ins</td>
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<tr>
<td>Phone: 701-234-4700</td>
<td>Phone: 701-364-5757</td>
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For the statewide list of NDSU’s Designated Medical Providers, see:

Contact Information

Lois Christianson, Loss Control and Claims Specialist
☎ 701-231-9587  lois.christianson@ndsu.edu

NDSU Police and Safety Office
1523 12th Avenue North
Fargo, ND 58102
☎ 701-231-7759 Fax: 701-231-6739
https://www.ndsu.edu/police_safety/

Aware of Fraud

If you suspect someone is committing fraud regarding a work injury, report it immediately to North Dakota Workforce Safety and Insurance at 800-243-3331.