

KU Department of Human Resources

General Instructions for the Employer's Report of Accident 1101-A

- A. All accidents that result in injury (medical expenses) or time loss (unable to report for duty at the beginning of the next scheduled work shift) must be reported to KU Human Resources & Equal Opportunity within 48 hours of the accident.
- B. Answer every question fully.
- C. Save report and attach to an email and send to KU Human Resources & Equal Opportunity (hrdept@ku.edu). **Retain a copy for departmental records and give one copy to the employee.**
- D. All medical treatment for on the job injuries for Lawrence Campus employees is conducted at Lawrence Memorial Hospital. Other employees of the University with off site locations, i.e., Parsons and Edwards Campus, should report to the nearest emergency facility for treatment.
- E. ALL MEDICAL BILLS MUST BE SUBMITTED DIRECTLY:

CorVel Corp SSIF
PO Box 13048
Overland Park, KS 66282

PLEASE DO NOT SEND ANY MEDICAL BILLS TO KU HUMAN RESOURCES.

This will only delay processing of the bills.

- F. The report should be completed by the supervisor or department personnel-related staff member and dated. In some cases, the employee or supervisor may first complete an incident report which is to be submitted to the departmental office. An 1101-A form must then be completed if the accident resulted in medical expense or time loss (employee unable to report for work at the beginning of the next scheduled work shift).
- G. Contacts for filling out form: Barb Walker 4-7416, bwalker@ku.edu

How to send the 1101-A to Human Resources & Equal Opportunity

1. Download form from the Human Resources & Equal Opportunity web site at <http://www.hreo.ku.edu/files/documents/1101a.pdf>.
2. Fill out the form and save it on a secured drive. You will need to print 1 or 2 copies: one for your file (or you may keep the saved copy on a secured drive) and you must provide a printed copy for the employee and send one via email to HR/EO.
3. To submit the form to HR/EO – attach to an email addressed to hrdept@ku.edu.
4. Contacts for accessing and printing form: Pam Burkhead 4-7482 pburkhead@ku.edu.