

Incident Occurs

Supervisor's First Report of Injury
Go to supervisor and complete this form.

Initial medical treatment

Send copy of Supervisor's First Report of Injury to RMI.

Employee returns to work and gives supervisor release from the doctor

Send a copy of the release to RMI. If this is a light duty release please call RMI so we can discuss options.

Request for Paid Leave
If an employee is not released to return to work and is to be out more than the initial day of injury, the employee must inform the supervisor, furnish a statement from the doctor taking the employee off work, and complete a Request for Paid Leave form.

A copy of the Request for Paid Leave needs to be sent to RMI. If an employee is taken off work for more than the day of injury please call RMI so the correct paperwork can be processed. We are required to complete the paperwork in a timely manner or the University can be fined by the Texas Workers' Compensation Commission. All fines will be passed onto the department.

If additional information is needed please contact:
Sondra Faul, CIC
Risk Management & Insurance
Office phone: 713-500-8127
Office fax: 713-500-8111

Return to Work
When the employee is released to return to work, RMI needs to be notified, both by phone and with a copy of the release from the doctor within 3 days.