

## RESIDENT INJURY REPORTING

### PURPOSE

- Reporting an injury immediately activates any necessary medical intervention and benefits as appropriate.
- Reporting an injury alerts the appropriate West Virginia University and WVU Medicine Employee Health stakeholders.

### POLICY

Because residents are employees of the state of West Virginia and have an affiliate relationship with the WVU Health System (WVUHS), residents must report an injury to West Virginia University Environmental Health & Safety Department **and** WVU Medicine Employee Health Department through the appropriate reporting pathways.

### PROCEDURES FOR REPORTING

There is a dual reporting structure for residents to report injuries. Work related injuries must be reported through **BOTH** pathways listed below.

#### ***Reporting Pathway #1:***

**West Virginia University (WVU) Environmental Health & Safety (EHS) Reporting (<https://www.ehs.wvu.edu/>):**

- Report the injury within 24-hours.
- Link to the WVU EHS injury report:  
[file:///N:/WVU%20Environmental%20Health%20&%20Safety\\_Injury-Incident%20Report\\_v12.14.23.pdf](file:///N:/WVU%20Environmental%20Health%20&%20Safety_Injury-Incident%20Report_v12.14.23.pdf)
- Complete the WVU EHS report and immediately:
  - Email to: [WVUInjuryIncidentReport@mail.wvu.edu](mailto:WVUInjuryIncidentReport@mail.wvu.edu) (**preferred**), **OR**
  - Fax to EHS (304-293-7257), **OR**
- When an injury occurs during a clinical rotation at a location outside the WVU Health System (WVUHS) (e.g., blood borne pathogen exposure, sharps injury), check with the outside location to learn if any additional protocols must be followed.
- An injury that occurs when a resident is working is considered a Workers' Compensation issue. Workers' Compensation is insurance that provides benefits and/or medical care for workers who are injured as a direct result of their job.
- West Virginia University Environmental Health & Safety will contact the resident and initiate and follow any necessary treatment protocols.
- If medical treatment is sought, West Virginia University Risk Management will file a Workers' Compensation Claim. A Medical Verification Form (<https://talentandculture.wvu.edu/files/d/eaf38091-32a8-4b08-83e2-e8d29eb1e4e9/wvu-medical-verification-form-2023.pdf>) from the treatment provider is required. The Medical Verification Form can be emailed to [medicalmanagement@mail.wvu.edu](mailto:medicalmanagement@mail.wvu.edu) or faxed to 304-293-2644.

#### ***Reporting Pathway #2:***

**WVU Medicine Employee Health Reporting:**

- Report the safety incident via Workday.

*adapted from GME 2/18/25*

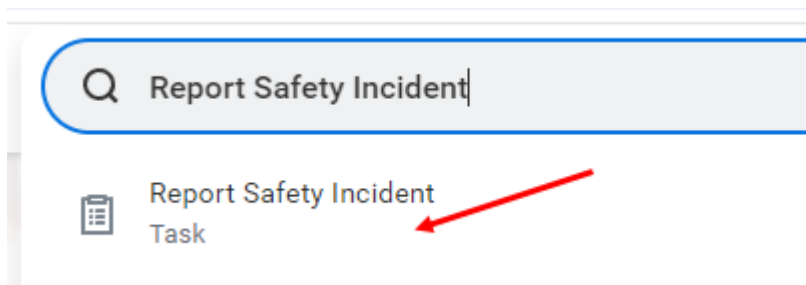
- Workday can be accessed via the following link: <https://portal.wvumedicine.org/ExternalApplications> (see the screen prints below)

For bloodborne pathogen exposures, immediately contact the WVU Medicine Employee Health Department (Monday-Friday, 6:30am-4:30pm) or the House Supervisor. The House Supervisor can be reached using the SPOK paging system or dialing 304-598-4069.

## Business

[Cherwell \(IT, HR, Finance and Supply Chain work orders\)](#) Self-  
[Citrix](#) This is an application used to access other hosted applica  
[HROneSource](#) Human Resources application used to manage em  
[Office 365](#) Cloud version of Microsoft Office.  
[Password Support](#) MyIdentity to reset your password.  
[Workday](#) Finance, supply chain and HR.  
[WVHIN](#) The West Virginia Health Information Network (WVHIN)

- In the Workday search bar, type 'Report Safety Incident', and click on the 'Report Safety Incident' task (see the screen print below).



- Complete the 'Report Safety Incident' report and 'Submit'.
- WVU Medicine Employee Health will contact the resident as needed.

WVU GME **Policy:** Resident Injury Reporting **1<sup>st</sup> Effective:** 01/09/2025 Revised: 02/03/2025