



# Workers Compensation Claims

Arizona State University employees must report all Workers' Compensation claims in a timely manner – five calendar days to avoid penalties. This step-by-step table will assist you with the process.

RESPONSIBILITY	ACTION	RETURN ALL FORMS
<p><b>1. Employee</b></p>	<p>Notify supervisor of injury and, <i>if necessary</i>, seek immediate medical attention. Treatment can be from Campus Health, employee's own doctor, or preferably at an occupational medical clinic listed on page 2.</p>	<p>Arizona State University Office of Human Resources Benefits Design and Management Employee Service Center PO Box 875612 Tempe, AZ 85287-5612</p> <p><b>MAIL CODE:</b> 5612</p>
<p><b>2. Employee or Supervisor</b></p>	<p>Contact State of Arizona Worker's Compensation Early Claims Reporting Service. <b>Must be done within the first 48 hours.</b></p> <p>602.542.WORK or 1.800.837.8583 (Available 24 hours/7days a week)</p>	<p><b>PHONE:</b> 480.965.2701</p> <p><b>FAX:</b> 480.965.1971</p> <p><a href="#">Workers' Compensation Forms</a></p>
<p><b>3. Supervisor</b></p>	<p>Complete the Employer's Report of Industrial Injury, Supervisor's Accident Investigation Report and have injured employee sign and date the State Risk Management Authorization form.</p> <p>Supervisor must notify EH&amp;S at 480.965.1823 or fill out the online form: <a href="http://cfo.asu.edu/accident-improvement-report-emp">cfo.asu.edu/accident-improvement-report-emp</a></p>	
<p><b>4. Supervisor</b></p>	<p>Forward completed forms to Office of Human Resources – Employee Service Center within 5 days from the date of injury to ensure timely reporting.</p>	
<p><b>5. Human Resources</b></p>	<p>May contact employee or supervisor for additional information.</p>	

**NOTE:** All university employees are covered by Workers' Compensation (Classified Staff, Faculty, Graduate Students, Student Workers, Service Professionals, Academic Professionals and Administrative Staff) including volunteers.



## Workers Compensation Claims

Preferred Occupational Health Clinics		
CONCENTRA	BANNER OCCUPATIONAL HEALTH SERVICES	U.S. HEALTH WORKS MEDICAL GROUP
<b>Airport</b> 1818 East Sky Harbor Circle North Bldg. 2, Suite 150 Phoenix, AZ 85034 <b>Phone:</b> 602.244.9500 <b>Hours:</b> 24 Hours/7 Days a Week	<b>Phoenix</b> Banner Good Samaritan Clinic 1300 N. 12th St., Suite 520 (Clinic will validate parking) Phoenix, AZ 85006 <b>Phone:</b> 602.239.4456 <b>Hours:</b> 24 Hours/7 Days a Week	<b>Southwest Phoenix</b> 2010 N. 75th Ave. Phoenix, AZ 85035 <b>Phone:</b> 623.245.6695 <b>Hours:</b> 7am-6pm M-F <b>After Hours On-Call Service:</b> 623.580.3016
<b>Mesa</b> 1710 West Southern Ave. Mesa, AZ 85202 <b>Phone:</b> 480.644.7800 <b>Hours:</b> 7am-7pm M-F; 8am-4pm SAT	<b>Glendale</b> Banner Thunderbird Clinic 5601 W. Eugie Ave., Suite 213 Glendale, AZ 85304 <b>Phone:</b> 602.865.5618 <b>Hours:</b> 7am-6pm M-F	<b>Scottsdale</b> 10335 N. Scottsdale Rd. Scottsdale, AZ 85253 <b>Phone:</b> 480.991-9358 <b>Hours:</b> 8am-9pm M-F 10am-4pm SAT
<b>Metro</b> 12808 N. Black Canyon Highway Phoenix, AZ 85029 <b>Phone:</b> 602.375.1155 <b>Hours:</b> 7am-7pm M-F	<b>Banner Estrella Clinic</b> 9305 W. Thomas Rd., Suite 235 Phoenix, AZ 85037 <b>Phone:</b> 623.327.4100 <b>Hours:</b> 7am-6pm M-F	<b>Tempe</b> (Next to Tempe St. Luke's Hospital) 1492 S. Mill Ave., Suite 101 Tempe, AZ 85281 <b>Phone:</b> 480.921.2273 <b>Hours:</b> 8am-6pm M-F <b>After Hours &amp; Weekend Injuries :</b> Go To Emergency Room Next Door
<b>Midtown</b> 901 E. Jefferson St., Suite 2 Phoenix, AZ 85034 <b>Phone:</b> 602.261.7888 <b>Hours:</b> 8am-6pm, M-F	<b>Banner Desert Clinic</b> 2225 W. Southern Ave. Mesa, AZ 85202 <b>Phone:</b> 480.512.3275 <b>Hours:</b> 7am-6pm M-F	<b>Banner Baywood Clinic</b> 6553 E. Baywood, Suite 104 Mesa, AZ 85206 <b>Phone:</b> 480.324.2300 <b>Hours:</b> 7am-6pm M-F
<b>Northwest</b> 7400 W. Olive Ave., Suite 1 Peoria, AZ 85345 <b>Phone:</b> 623.487.8598 <b>Hours:</b> 7am-6pm M-F		
<b>Southwest</b> 5340 W. Buckeye Rd., Suite 3 Phoenix, AZ 85043 <b>Phone:</b> 602.233.2117 <b>Hours:</b> 6am-6pm, M-F		
<b>Tempe</b> 950 W. Southern Ave. Tempe, AZ 85282 <b>Phone:</b> 480.968.7200 <b>Hours:</b> 7:30am-6pm M-F		
<b>West</b> 3532 W. Thomas Rd., Suite 5 Phoenix, AZ 85019 <b>Phone:</b> 602.272.7662 <b>Hours:</b> 7am-7pm M-F 8am-5pm SAT		
<b>Scottsdale</b> 14747 N. Northsight Blvd., Suite 101-105 Scottsdale, AZ 85260 <b>Phone:</b> 480.922.4776 <b>Hours:</b> 8am-5pm M-F		
<b>Val Vista</b> 1959 S. Val Vista Dr., Suite 106 Mesa, AZ 85204 <b>Phone:</b> 480.545.1398 <b>Hours:</b> 8am-5pm M-F		



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