

Workers Compensation Claims

Arizona State University employees must report all Workers' Compensation claims in a timely manner – 5 calendar days to avoid penalties.

The following step-by-step table is meant to assist you in reporting Workers' Compensation claims timely.

Responsibility	Action
1. Employee	Notify supervisor of injury, <i>if necessary</i> seek medical attention immediately. Treatment can be from Campus Health, own doctor, or preferably at an occupational medical clinic listed below.
2. Employee or Supervisor	Contact State of Arizona Worker's Compensation Early Claims Reporting Service at (602) 542-WORK or 1-800-837-8583. (This number is available 24 hours a day; 7days a week) <i>This must be done within the first 48 hours.</i>
3. Supervisor	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. Supervisor is to notify EH&S at ext. 5-1823 or http://www.asu.edu/uagc/EHS/incident_employee.htm
4. Supervisor	Forward completed forms to Human Resources – Customer Service Center within 5 days from the date of injury. To insure timely reporting.
5. Human Resources	May contact employee or supervisor for additional information.

Return all forms to:

Arizona State University
Benefits Office of Human Resources
P. O. Box 875612
Tempe, AZ 85287-5612
Or
Mail Code: 5612

Telephone: 480-965-2701

Fax: 480-965-1971

Keep in mind all university employees are covered by Workers' Compensation (Classified Staff, Faculty, Graduate Students, Student Workers, Service Professionals, Academic Professionals and Administrative Staff) including volunteers.

Preferred Occupational Health Clinics

CONCENTRA

Airport
1818 East Sky Harbor Circle North
Bldg. 2, Suite 150
Phoenix, AZ 85034
Phone: (602)-244-9500
Hours: 24 Hours 7 Days a Week

Mesa
1710 West Southern Avenue
Mesa, AZ 85202
Phone: (480) 644-7800
Hours: 7a.m.— 7p.m. M—F
8a.m.— 4 p.m., Sat

Metro
12808 N. Black Canyon Highway
Phoenix, AZ 85029
Phone: (602) - 375-1155
Hours: 7a.m.— 7p.m., M—F

Midtown
901 E. Jefferson Street, Suite 2
Phoenix, AZ 85034
Phone: (602) 261-7888
Hours: 8a.m—6p.m., M—F

Banner Occupational Health Services

Phoenix
Banner Good Samaritan Clinic
1300 North 12th St., Suite 520
(Clinic will validate parking)
Phoenix, AZ 85006
Phone: (602)-239-4456
Hours: 24 Hours 7 Days a Week

Glendale
Banner Thunderbird Clinic
5601 West Eugie Ave., Suite 213
Glendale, AZ 85304
Phone: (602) - 865-5618
Hours: 7a.m.— 6p.m., M-F

Banner Estrella Clinic
9305 W. Thomas Rd., Suite 235
Phoenix, AZ 85037
Phone: (623) - 327-4100
Hours: 7a.m.— 6p.m., M-F

Banner Desert Clinic
2225 W. Southern Ave.
Mesa, AZ 85202
Phone: (480) - 512-3275
Hours: 7a.m.— 6p.m., M—F

U. S. Health Works Medical Group

Southwest Phoenix
2010 North 75th Avenue
Phoenix, AZ 85035
Phone: (623)- 245-6695
Hours: 7a.m.— 6p.m., M—F
After Hours On—Call Service
(623) - 580-3016

Scottsdale
10335 North Scottsdale Road
Scottsdale, AZ 85253
Phone: (480) - 991-9358
Hours: 8a.m.— 9p.m., M—F
Saturday 10a.m.— 4p.m.

Tempe
1492 South Mill Ave, Suite 101
Tempe, AZ 85281
Phone: (480) - 921-2273
Hours: 8a.m—6p.m., M—F
(Next to Tempe St. Luke's Hospital) After Hours & Weekend Injuries Go To Emergency Room Next Door.

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CONCENTRA

Northwest
7400 West Olive Ave., Suite 1
Peoria, AZ 85345
Phone: (623) 487-8598
Hours: 7a.m.—6p.m., M—F

Southwest
5340 W. Buckeye Road, Suite 3
Phoenix, AZ 85043
Phone: (602) - 233-2117
Hours: 6a.m.—6p.m., M—F

Tempe
950 W. Southern Avenue
Tempe, AZ 85282
Phone: (480) - 968-7200
Hours: 7:30a.m.—6p.m., M—F

West
3532 W. Thomas Rd., Suite 5
Phoenix, AZ 85019
Phone: (602) - 272-7662
Hours: 7a.m.—7p.m., M—F
8a.m.—5p.m. Sat

Scottsdale
14747 N. Northsight Blvd.
Suite 101-105
Scottsdale, AZ 85260
Phone: (480)- 922- 4776
Hours: 8a.m.—5p.m., M—F

Val Vista
1959 South Val Vista Dr., Suite 106
Mesa, AZ 85204
Phone: (480) - 545-1398
Hours: 8a.m.—5p.m., M—F

**Banner Occupational
Health Services**

Banner Baywood Clinic
6553 East Baywood Suite 104
Mesa, AZ 85206
Phone: (480) - 324-2300
Hours: 7a.m.—6p.m., M—F