Bowling Green State University
INJURY ON THE JOB CLAIM PROCEDURES

Employer and Bureau of Workers’ Compensation (BWC) Policy #

<table>
<thead>
<tr>
<th>Name: Bowling Green State University</th>
<th>Phone Number: 419-372-8421</th>
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<tbody>
<tr>
<td>Address: 1851 N Research Dr., Room 106</td>
<td>Fax Number: 419-372-2920</td>
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<tr>
<td>City, State, Zip: Bowling Green, OH 43403</td>
<td>BWC Policy Number: 10003141-0</td>
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1. Notify your supervisor **IMMEDIATELY**.
2. In an emergency, seek care at the nearest medical facility.
3. For non-emergency situations where medical treatment is necessary, your supervisor will direct you to:

   **Ready Works at Wood County Hospital**
   950 W Wooster St.
   Bowling Green, OH 43402
   419-354-8970

4. Give your Managed Care Organization (MCO) Identification Card to Ready Works at Wood County Hospital. Ready Works will have you fill out the *First Report of Injury* (FROI) and will fax it to CompManagement Health Systems at (800) 334-4229.
5. CompManagement Health Systems will report your injury to the Ohio Bureau of Workers’ Compensation (BWC) and assign a case manager to help with your recovery.
6. You must provide information regarding your medical condition, disability, anticipated return-to-work, and work restrictions to your BGSU workers’ compensation coordinator or supervisor immediately.

*Front of MCO ID Card:*

**CompManagement Health Systems**

Workers’ Compensation Identification Card
1 (888) 247-7799 Customer Service
1 (888) 247-4800 Injury Report Number

State Insured Employer
BOWLING GREEN STATE UNIVERSITY
Risk : 10003141-0

*Back of MCO ID Card:*

We will review all restrictions and requests for transitional work in an attempt to reasonably accommodate all employees within business necessity.

Fax all information within 24 hours of visit to 1 (800) 334-4229 or (614) 718-9870.

Send bills to:
CompManagement Health Systems, Inc.
Attn: Billing Dept.
P.O. Box 1040
Dublin, Ohio 43017

CompManagement Health Systems, Inc. provides administrative services and network access only and does not assume by financial risk or obligation with respect to claims.

*This card does not guarantee claim approval.*