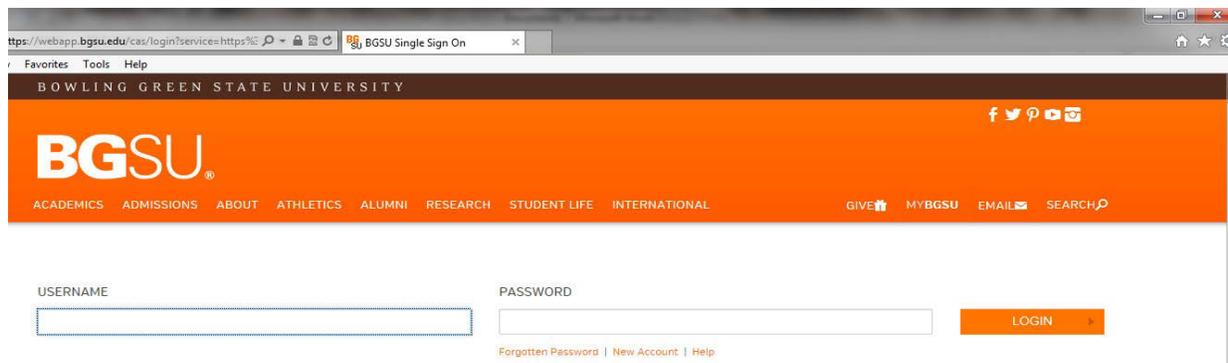
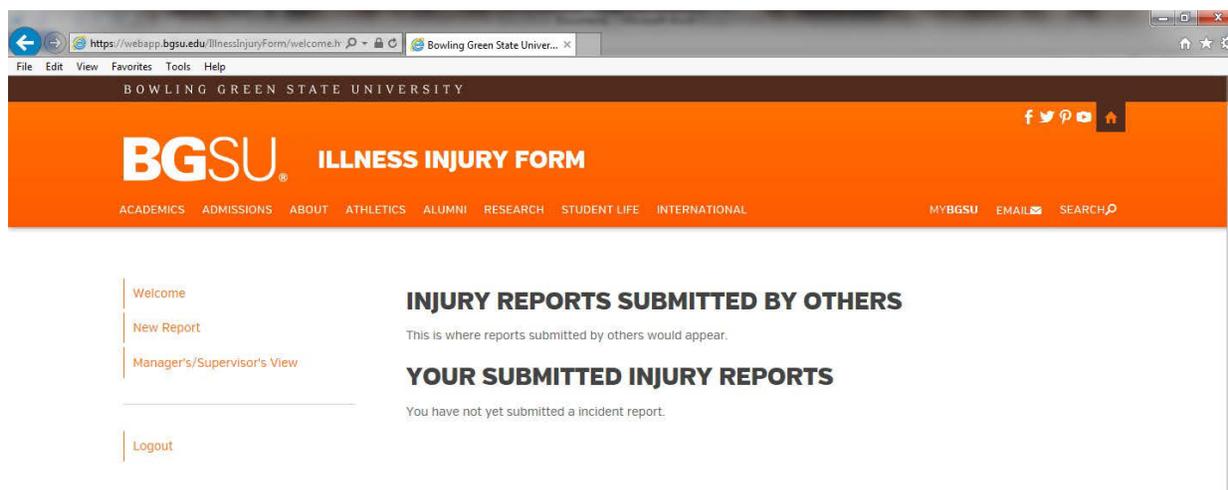


Electronic Injury/Illness Report Instructions

1. Go to <https://services.bgsu.edu/InjuryIllnessForm/> Type in your BGSU username and password when prompted. Click “Login” button in application or “Enter” on your keyboard.

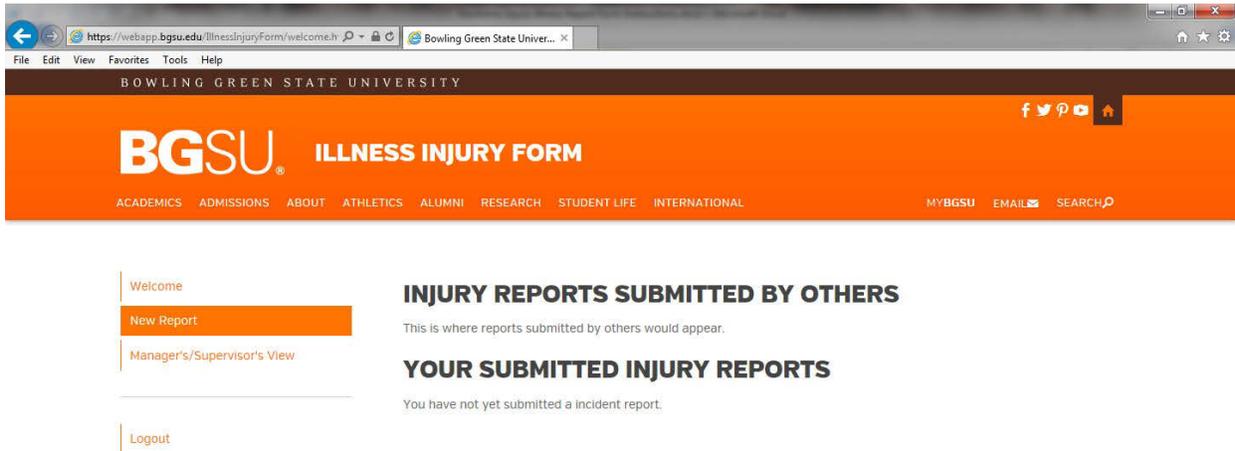


2. Upon doing so, the “Welcome” screen will appear.

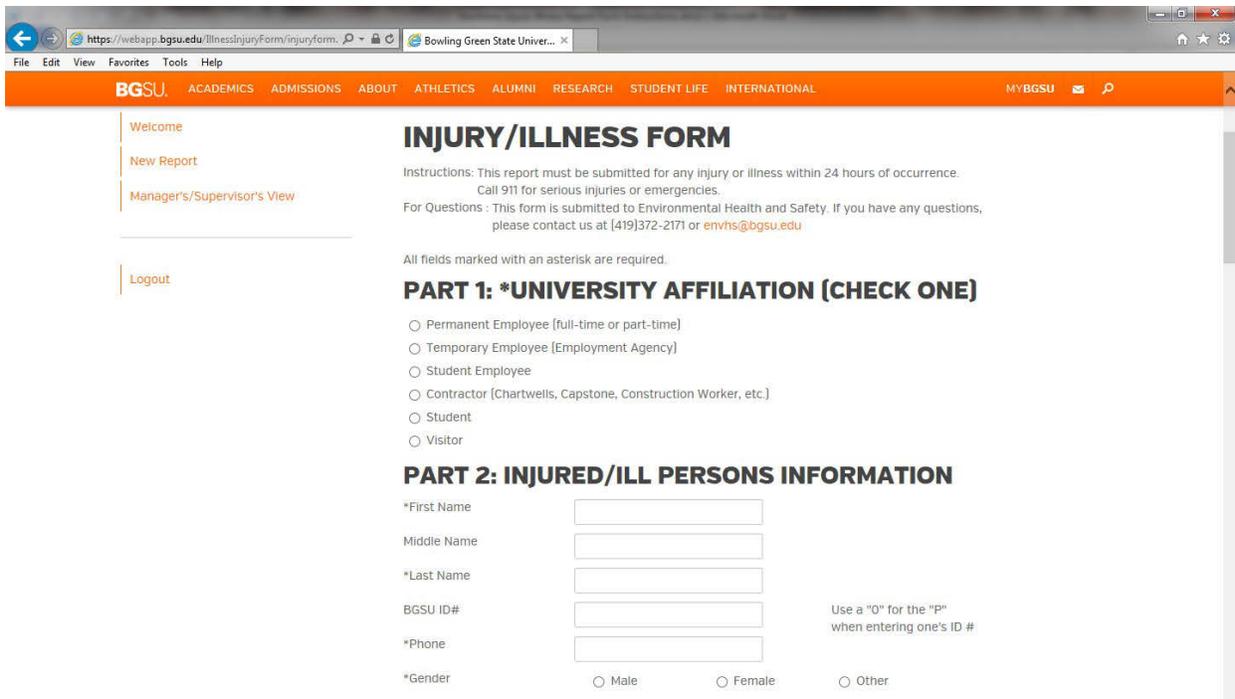


3. Injury/Illness reports submitted on your behalf, will be listed under “Injury Reports Submitted By Others”. All reports you submitted for yourself or for others will be listed under “Your Submitted Injury Reports”. You can log into the system at any time to view these reports as reports remain in the system up to one year from the date they were submitted or updated.

- To submit a report, click on the orange “New Report” link on the left side of the page.



- Any field containing an asterisk (*), is required to be answered. “University Affiliation” dictates which fields appear as well as which ones are required. For example, less information is required from a campus visitor compared to a permanent university employee.



- Please pay close attention to the information box that pops up when “yes” is selected for “Did you seek medical treatment?” Any time an employee seeks medical treatment, all medical paperwork from the physician’s office must be submitted to Environmental Health and Safety (EHS) separate from the application either by email, fax, in person, or through interoffice mail. EHS is located in the Huntington building at 1851 N. Research Dr. (businesses across from Meijer off of Dunbridge Rd.).

PART 4: MEDICAL TREATMENT

*Did you seek medical treatment? Yes No (If you seek medical attention in the future for this injury, please re-submit this page fully completed.)

Did the Injury/Illness result in any of the following diagnoses by a physician or other licensed health care professional?

*Cancer Yes No

*Chronic irreversible disease Yes No

*Fractured or broken bone Yes No

*Punctured ear Yes No

*Description of Injury/Illness

- Over-the-counter medications
- Prescription medications
- Tetanus immunizations
- Hepatitis B vaccinations
- Rabies vaccine
- Cleaning, flushing or irrigation
- Wound covering (bandages, steri-strips)
- Wound glue
- Sutures or stitches
- Hot or cold therapy
- Non-rigid supports (elastic bandages, wraps, non-rigid back belts)
- Rigid supports (rigid/hard stays or systems meant to completely immobilize parts of the body)
- Temporary immobilization devices only during transport
- Drilling or draining of fluid to relieve pressure
- Eye patch
- Removal of foreign bodies from the eye using irrigation or cotton swab
- Removal of splinter or foreign material from body using irrigation, tweezers, cotton swabs, or other simple means
- Use of finger guards

Documentation Needed

A You are required to submit all medical paperwork to Environmental Health and Safety and it can be done in one of the following ways:

1) Email at envhs@bgsu.edu

or

2) Fax at 419-372-2194.

Please add the report number which you receive upon submission via email or the Injured Person's name and the date the incident occurred.

NOTE: The injured/ill person, supervisor, and manager (if provided) can log into the system at any time using the web address in #1 to modify the medical treatment section (Part 4) of a report, which is the only section that can be modified once the report has been submitted. When modifications to this section are made, all parties mentioned above will be notified. The report will contain a timestamp indicating what changes were made and by whom. Students, contractors, and visitors are not prompted for medical treatment information.

7. In Part 6, it is required to enter the supervisor’s name and email. When the form is submitted, the supervisor will be notified and will be able to get into the application to view the report. This is important because supervisors need to be aware of hazards in the workplace so they can work with employees to correct them. It is optional though to include information for the next level up in supervision such as a Manager or Director. In addition, there is a text box at the very end asking if there are any other details worth mentioning. Please feel free to utilize this box liberally to express anything about the incident that was not addressed elsewhere in the report.
8. Click “Submit” on the bottom right when finished.

9. The orange link, “Manager’s/Supervisor’s View”, on the left side of the page will always be visible but will only have information behind it for those who were designated as a supervisor or manager on injury/illness reports. It is designed to give management a snapshot view of all the injury reports submitted within their area of purview.
10. When finished using the system, click the orange “Logout” button on the left side of the page.

Important Notes:

- Printing paper copies of the form to have people fill out by hand and turned into a different person to submit electronically it not recommended. Information may get lost in translation, handwriting might be poor, and the form utilizes several drop down menus that won’t populate in the print out. If this has to occur, **DO NOT** select a “University Affiliation” before printing the form if the person is a permanent employee, temporary employee, or student employee because not all of the required fields will not be present on the print out. If the person is a contractor, student (no BGSU employment status), or visitor though, **DO** select a “University Affiliation” before printing the form so that fewer questions are asked.
- If a report was submitted by someone other than the injured/ill person, the injured/ill person will be prompted by the system to approve what was submitted. Upon logging in, the injured/ill person will be asked if they agree or disagree with what was submitted. If “no” is selected, a text box will appear for the person to explain why.
- While “Medical Treatment” is the only section that can be modified after submittal, one can always add to the question of, “Are there any other details worth mentioning?”, but can’t modify what has already been submitted in this field.