

Electronic Injury/Illness Form: Frequently Asked Questions

BASICS

1. Q: How do I access the form?

A: It is located on Environmental Health and Safety's (EHS) website (<http://www.bgsu.edu/environmental-health-and-safety.html>), click on the "Injury and Illness Reporting" box, and then the "Submit A Form" box. It can also be accessed directly by going to <https://services.bgsu.edu/InjuryIllnessForm/>.

2. Q: Who can complete the form?

A: Anyone who has intimate knowledge of the incident AND has BGSU login credentials. With this said, it is always best that the form be completed by the injured/ill person if possible, so all the information is in their words. The hosting department will need to complete an electronic form for those who do not have BGSU login credentials, i.e. visitors, contractors, etc.

3. Q: When and where should medical paperwork be submitted?

A: The only time EHS requires paperwork from the doctor is when the doctor states that the employee cannot work or has been given work restrictions. This paperwork needs to provide dates in which these are in effect and EHS needs to continue to receive this information all the way up to and including when the employee is completely released back to work with no restrictions. If seen by Employer Services at Falcon, this is usually on a form titled, "Physician's Report of Work Ability". This information can be submitted to EHS via email (envhs@bgsu.edu), fax (419-372-2194), or in person/interoffice mail to the Huntington building located at 1851 N. Research Dr.

4. Q: When should an injury/illness form be submitted?

A: Required for injuries/illnesses that are work or educational related regardless of where they occur (on or off campus) and any injury/illness on BGSU property. Exemptions include student athletes injured while participating in NCAA athletic activities AND personal medical incidents that were not caused by the individual's work or educational activities (if unsure, report). In addition, EHS encourages using the form to report property damage and near miss incidents that did not result in an injury/illness utilizing the "other" and "unknown" options when asked about the injury/illness.

5. **Q: What is the “deadline” for submitting a form following an incident?**

A: Please do your best to comply with BGSU’s policy in submitting forms immediately but not to exceed 24 hours after the incident or knowledge of the incident. If this timeframe has elapsed, the form still needs to be submitted.

6. **Q: Who do I contact for questions about the form?**

A: EHS via email (envhs@bgsu.edu) or phone (419-372-2171).

7. **Q: What fields on the form are required to be completed for a successful submittal?**

A: Anything with an asterisk (*) next to it is required to be completed or the form will not submit. If a required field is left blank when the form is submitted, an error box will appear indicating which fields need to be completed for a successful submittal. The system will place red boxes around those fields to locate them easily. Once these fields are complete, click the “submit” button again at the bottom of the form. Once a “thank you” message is received, the form submitted successfully. Please be patient in waiting for this message. Clicking “submit” again before receiving this message can result in duplicate entries.

8. **Q: How do I print a blank copy of the form for someone to complete by hand?**

A: This is highly discouraged because more information populates depending on how the questions are answered throughout the form. There is a paper form available on EHS’s website that can be printed for people who are **NOT** employees of the university.

9. **Q: Do I need to be on campus to submit this form?**

A: No. This form can be accessed anywhere Internet is provided.

OTHER ANTICIPATED QUESTIONS

10. **Q: Should I wait to submit the form if I don’t know what medical treatment was received?**

A: No! That section can always be added to at a later date once the information is known. It is important that incidents are reported in a timely manner. EHS suggests marking “no” in **Part 4: Medical Treatment** and in the “Are there any other details worth mentioning?” box at the bottom of the form, entering a statement indicating that the individual sought medical treatment, but the information isn’t available yet. Once that information is available, log back into the system, access the form that was submitted (will be located on the Welcome page upon logging in; click on anything in “orange” such as the name or Form ID), select “yes” for medical treatment received, complete the new sections that populate, and then click “submit” at the bottom of the form.

11. Q: What if I don't know my BGSU ID number?

A: This is a required field on the form for employees so that we have a unique identifier in the event of identical names or nick/preferred names. Contact your supervisor, departmental office, Human Resources, etc. for this information.

12. Q: What if I don't know the exact day or time the incident occurred?

A: Approximate to the best of your ability as these are required fields on the form.

13. Q: Why is the supervisor's contact information required on the form?

A: Supervisors should be made aware that an employee under their direction has been injured so they can ensure safety hazards are addressed to prevent future occurrences. Supervisors and managers added to the form will be notified via email that the incident occurred and will have the ability to log into the system to review the report.

14. Q: I am not a manager or supervisor so why does the "Manager's/Supervisor's View" link display on the left side of the page?

A: This will show on the left side of the page for everyone, but information will only be behind it if you have been listed as a supervisor or manager on an injury/illness form that was submitted.

15. Q: Why won't the system allow me to choose the day of the injury/illness as the first day when selecting lost, restricted, or job transfer days?

A: This is by design as the State only wants these days reported starting with the day after the injury/illness occurrence.

16. Q: What is considered a lost work day?

A: When the treating physician totally disables an employee from work or gives them restrictions that the University cannot accommodate so the employee must stay home.

17. Q: What is considered a restricted day of work?

A: Not all restrictions result in restricted days of work. If the employee is unable to perform at least one of their routine daily or weekly tasks because of the restrictions provided by the treating physician, it is restricted work and should be recorded on the injury/illness form for the entire period the physician indicated. For example, if the treating physician gives an employee a restriction of not lifting more than 25 pounds and they instruct large lecture classes, that restriction likely does not restrict the routine daily or weekly tasks they perform and should not be recorded as restricted days of work. Also, working half days or partial shifts per the treating physician are considered restricted days of work as well.

18. Q: Can I force an employee to submit a form if they were hurt while working?

A: Yes. It is a condition of employment. If supervisors are having trouble with this, they should contact Human Resources.

19. Q: Can I force someone who is not a BGSU employee to provide details of an injury/illness so a form can be submitted on their behalf?

A: No. We ask that those affiliated with BSGU try their best acquiring details, but if the guest completely refuses, it is alright. If they refuse or leave before you can obtain their name or full contact details, but you saw or know what happened, do your best submitting a form with the information you do have. Forms for those who are not employees can be submitted by entering "Don't" for the first name, "Know" for the last name, and "000-000-0000" for the phone number, for example.

20. Q: Where should I go for medical treatment if I am an employee?

A: You can go anywhere that accepts work related injuries/illnesses. Many primary care physicians will not see you for work-related injuries. If you would like to submit a worker's compensation claim, you are strongly encouraged to seek treatment at Employer Services at Falcon in the Falcon Health Center.

21. Q: What should I do with handwritten, verbal, or emailed witness statements?

A: Enter the information into the form in the designated spot and either keep the document in your personal files for documentation purposes or you can submit them to EHS via email (envhs@bgsu.edu), fax (419-372-2194), or by hand/interoffice mail to EHS at the Huntington building. If submitting the information to us, be sure to indicate the name of the injured person and date of injury so we can be sure to file the information correctly.

FOLLOWING SUBMITTAL

22. Q: What happens once the form is submitted?

A: Employees: The person who submitted the form, injured/ill person (if different), supervisor of the injured/ill person, Manager of the injured/ill person (if designated on the form), and the departments of EHS and Human Resources are notified that an incident has been submitted and all parties mentioned will be able to log into the system and review the form. Non-employees: The submitter, BGSU Contact #1, BGSU Contact #2, and EHS are notified that an incident has been submitted and all parties mentioned will be able to log into the system and review the form.

23. Q: Can the form be modified once it has been submitted?

A: Only Parts 4 and 5 can be modified once the form has been submitted. Information can also be added to the text box provided at the bottom of the form that asks, “Are there any other details worth mentioning?”, but information previously submitted in this field cannot be altered. EHS can make any necessary changes to the form at any time as Admins of the system. A date, time, and username will be recorded for any change or addition to the form.

24. Q: Why am I receiving an email prompting me to review an injury/illness form that was submitted on my behalf?

A: Anyone with BGSU login credentials who had an injury form submitted on their behalf will be prompted by the system via email to log in, access the form, and check “yes” or “no” to the question that asks if they agree or disagree with the details of the form. If you disagree, you will be provided a text box to explain what you disagree with. Upon agreeing or disagreeing, you will need to click “submit” for the information to be saved. This protects the injured/ill employee from a worker’s compensation standpoint by ensuring all information submitted is accurate.

25. Q: How do I add corrective actions to an incident after the form has been submitted if that section cannot be modified following initial submittal?

A: Log into the system and select the form you want to add corrective actions to. At the very bottom of the form, there is a question that asks, “Are there any other details worth mentioning?” with a text box below it. Type the information into that text box and click the “submit” button at the bottom of the form.

26. Q: How do I print a copy of a completed form that has been submitted?

A: Log into the application, find and open the form of interest (should be located on the Welcome page; clicking on anything in “orange” will open the form, i.e. name, Form ID, etc.). Once the completed form is showing, print it just as you would for any Internet page or print it as a PDF file and save it electronically to a location of your choice.

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