

Rochester College Instructions to Process Workman's Comp Claims

1. Fill out the Employer's Basic Report of Injury Form
2. Turn the completed Injury form to Human Resources as soon as possible (within 24 hours of the accident)
3. Injured employees need to go to **Ascension Providence (Crittenton) Rochester Hospital:**

Ascension Providence (Crittenton) Rochester Hospital
South Entrance – Second Level Parking Structure
1101 W. University Drive
Rochester, MI 48307
Phone: 248-652-5203
Fax: 248-652-5128
Monday – Friday 7:30 a.m. – 4:00 p.m.

Please call Human Resources at 218-2018 with any questions.

Thank you.