

## Injury Care after Health & Psych. Services (HPS) closes at Alexian Brothers Medical Group (ABMG) Immediate Care/Occupational Health Clinics

***\*For life-threatening injuries, call 911 from any campus phone.\****

In the event of a work related, non-life threatening injury, Harper **employees** should report to Harper's Health and Psychological Services (HPS) for treatment (Mon.-Thurs. 8am-7 pm, Fri. 8am-4:30 pm) room A364. If the injury occurs when HPS is not open, employees should

proceed to one of the ABMG sites listed below, based on clinic hours. If both the Schaumburg and Palatine clinics are closed, proceed to St. Alexius Medical Center, which is open 24 hours.

If transportation cannot be provided either by the injured employee or a fellow employee, vouchers for free cab fare are available through department supervisors.

Employees must report ALL work related injuries to their supervisor as soon as possible. Supervisors should complete an Incident Report found on the Harper Portal, on the right hand side under "In Case of Emergency" and forward a copy to both Human Resources (jolsen@harpercollege.edu) and the Mgr. Env. Health & Safety (sgibson@harpercollege.edu).

For **student** injuries after HPS hours, they may use any of the ABMG clinics, but students are responsible for **all** medical related expenses. If the student injury was due to a classroom related event, the instructor should complete an Incident Report and forward a copy to the Mgr. Env. Health & Safety (sgibson@harpercollege.edu).

