

RIT's Workers' Compensation Program
Process for Work-Related Injuries

Contact List

Sue Quinn, Human Resources – x52429
 Marsha Fitzgerald, Case Manager – First Niagara Business Works –
 (585) 770-1600 option 1(case management) – extension 1

| Life Threatening/Serious Injury | Non Life Threatening/Non Serious Injury – requiring medical care |
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| <ul style="list-style-type: none"> • Immediately contact Public Safety at x5-3333. • Supervisor contacts Sue Quinn by phone in RIT Human Resources immediately at (585) 475-2429. • If Sue is unavailable, contact Marsha Fitzgerald at First Niagara Business Works at (585) 770-1600 option #1, ext #1. • Complete Employee Accident Report in full and hand deliver or fax (x5-7170) to Sue Quinn. Note: In these situations, the employee will most likely not be available to sign the accident report form...please forward the report anyway. Have the employee sign a copy when they are able to return to work. | <ul style="list-style-type: none"> • Immediately call RIT's Case Manager, Marsha Fitzgerald at First Niagara Business Works – (585) 770-1600 option #1, ext #1. Marsha will set up a medical appointment based on urgency of care required. • If you cannot reach Marsha, call Rochester Immediate Care at (585) 225-5252 (located at 2745 W. Ridge Rd) or Concentra Medical Center at (585) 458-7910 (located at 687 Lee Rd) • <u>After Hours: Rochester Immediate Care</u> (585) 225-5252 - weeknights until 9:00 pm, weekends and holidays 9:00 am – 7:00 pm or Eastside Urgent Medical Care (585) 388-5280 located at 2226 Penfield Rd - weeknights until 11:00 pm, weekends and most holidays 9:00 am – 6:00 pm. • If the employee is being directed immediately for medical care and cannot/should not drive, provide transportation to the medical appointment. • Complete Employee Accident Report and hand-deliver or fax (x5-7170) to Sue Quinn. |