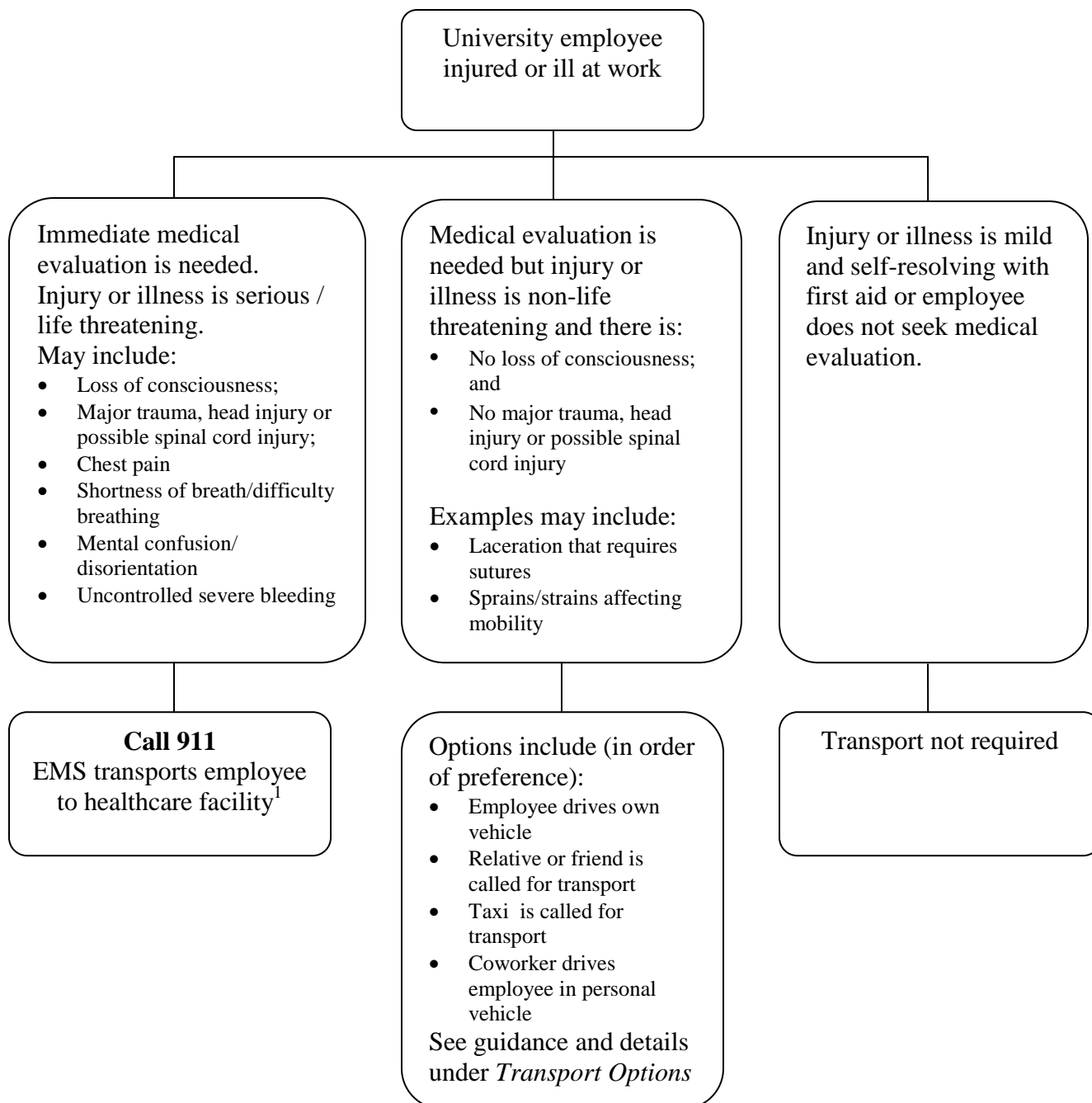


Guidelines for Transportation of Injured or Ill University of Texas at Austin Employees

These guidelines are designed to help you address situations in which a University of Texas at Austin employee is injured or becomes ill while at work and requires transportation for evaluation and treatment. These guidelines are not official university policy, and the facts of a particular situation may indicate a need for a different course of action. These guidelines do not create any kind of warranty or legal obligation on the part of the university and do not affect the workers' compensation status of any injury or illness.

Various options for transportation to a healthcare facility are illustrated in this flow chart:



Transport Options

In the event of a serious or life threatening injury or illness, 911 must be called immediately so that Emergency Medical Services (EMS) can transport the employee to the appropriate healthcare facility. Err on the side of caution. If you are unsure as to the seriousness of the injury or illness, call 911. ¹If the injury or illness is work-related and involves exposure to animals, laboratory chemicals or biological agents, request transport to a St. David's affiliated hospital. The University of Texas at Austin has an established relationship with St. David's Occupational Health to provide employees with initial emergency treatment and appropriate follow-up for animal, chemical or biological exposures. In the event of major trauma, EMS will direct to the most appropriate trauma center.

The following transport options apply **only** to employees who need medical attention for **non-serious**, non-life threatening conditions or injuries. Serious injuries and illness can become life threatening quickly, so transportation in a private vehicle is not in the best interest of seriously injured or ill employees. Again, if you are unsure as to the seriousness of the injury or illness, call 911.

1. If the injured or ill employee is able to walk or drive himself/herself to seek medical attention, that is the best option. For minor work-related injuries, employees can seek treatment from the [HealthPoint Occupational Health Program](#) (OHP). Call for an appointment: 471-4OHP(4647)
2. If the injured or ill employee is unable to drive himself/herself to seek medical attention or expresses concern about driving safely, then a relative or friend of the employee should be called to transport the employee.
3. If no relative or friend is able to transport the employee in a reasonable amount of time, a taxi can be used. If the injury or illness is work related, the University of Texas at Austin will reimburse up to \$40 for each instance of cab transportation. The following process should be followed by the employee's supervisor or, if the supervisor is not available, by a co-worker:
 - Call Austin Taxi Cab at 478-2222.
 - Tell the dispatcher to charge the university's account with Austin Taxi Cab (account number 802).
 - Tell the dispatcher the name of the person to be picked up.
 - Tell the dispatcher the location for pick up and drop off if needed.
 - Call the Occupational Health Program (OHP) at 471-4OHP(4647) to notify that office of the transport and of the injury/illness event.
 - The person to be transported signs a cab voucher provided by Austin Taxi Cab and returns it to OHP after returning to work.
 - Austin Taxi Cab sends an invoice to OHP and OHP charges the cost back to the department via interdepartmental transfer (IDT).

In the alternative, the injured or ill employee can pay the cab fee, retain the receipt, and request reimbursement using the department's reimbursement process. The reimbursement code 1335 is used for this purpose. OHP will provide authorization to the employee's department to certify the need for cab transportation which should be attached to the reimbursement documentation.

Note: OHP may authorize additional expenses, as appropriate, for transportation needs involving an occupational injury, occupational illness, fitness for duty evaluation, etc. Transportation reimbursement for scheduled medical or therapy appointments is not provided for under this guidance document. Recurring transportation needs following a work injury or illness are subject to the workers' compensation rules governing transportation provisions.

4. As a last resort, a co-worker may make an individual decision to use his or her personal vehicle to transport the injured or ill employee. Depending on the circumstances, this may or may not require the use of leave time by the co-worker who provides transportation. Co-workers who transport an ill or injured employee may be assuming a degree of personal liability during transport.

The individual circumstances in situations involving employees who are injured or become ill at work may justify some flexibility and variance in the order of these transport options, and some degree of discretion should be given to the injured/ill employee and/or any co-workers assisting with arranging medical transport. However, **for non-serious, non-life threatening events**, these transport options should be appropriate in most instances. The rule of thumb should be to use common sense to ensure that our injured or ill employees get appropriate medical attention as quickly as possible.