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MEMO

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RMI Guidance on Emergency Transportation

When an employee, student, volunteer or visitor is experiencing a medical emergency, please call 9-1-1.

An employee, student, volunteer or visitor may decline treatment and/or medical transport to the hospital or emergency room.

If an employee has a compensable injury under workers' compensation, then the cost of emergency medical transport (such as via ambulance) will be covered by workers' compensation. However, transportation to follow-up medical appointments is not a covered benefit and is not provided by CSU. For personal medical issues, an individual is personally responsible for the costs associated with medical transportation. Workers' compensation coverage will be considered for employees, including student employees, who are injured while performing paid job duties. It doesn't cover students involved in academic activities, volunteers or visitors.

Please do not use CSU motor vehicles to transport employees, students, volunteers or visitors to the hospital. The correct approach is to call 9-1-1. Supervisors should not instruct or permit employees to use a CSU motor vehicle to transport an individual to the hospital.

Under no circumstances shall a CSU motor vehicle be used to transport an individual to medical appointments, including any medical and physical therapy appointments under workers' compensation.

Individuals requiring transport to a hospital or medical appointment can be assisted in the following ways:

- Call a relative or personal friend.
- If a coworker is a relative or friend, then any transportation provided will be on that person's own private time. They will not be considered "on the clock." Permission to clock out must be obtained from a supervisor. Under no circumstances will a CSU motor vehicle be used.
- Call for a taxi.

Exceptions:

The only exceptions to this rule are –emergency transportation in wilderness areas, remote outlying areas, and international locations. (Routine medical appointments, including medical appointments under workers’ compensation are the responsibility of the individual. CSU motor vehicles cannot be used for routine medical appointments.)

Taxi vouchers may be used to pay for the cost of the taxi for transport to a hospital when emergency care is needed and on the day of the event. The cost will be paid as a claims expense under workers’ compensation, (Departments may contact the Office of Risk Management & Insurance for taxi vouchers.) Taxi vouchers may not be used for transport to medical appointments, unless authorized in advance by the workers compensation claims adjuster. Taxi vouchers are not available for personal health emergency transportation, or medical appointments.

Resources:

AED/ CPR training <http://rmi.prep.colostate.edu/aedcpr/training-registration/>

AED locations <http://rmi.prep.colostate.edu/aedcpr/aed-location-list/>

Workers’ compensation <http://rmi.prep.colostate.edu/workers-compensation/file-an-incident/>

Employee assistance program <http://www.ombudsandcap.colostate.edu/eap.aspx>

Commitment to Campus – Emergency Hardship Fund
<http://source.colostate.edu/commitment-to-campus/>