

# COLUMBUS CENTER

## Work Related Injury Information

Columbus Center Shared Services has developed an arrangement with the University of Maryland Immediate Care Center (UMICC) for handling work related injuries for all University personnel employed at the Columbus Center. UMICC is located at the corner of Paca St and W. Lombard St.

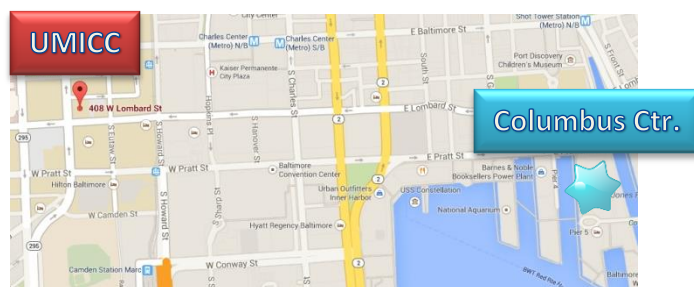
UMICC is open Monday-Friday 7 a.m. to 5 p.m.

### University of Maryland Immediate Care Center (UMICC)

408 W. Lombard Street

Baltimore, MD 21201

667-214-1899



If your work related injury occurs outside of this timeframe, please seek medical attention at the closest emergency room, urgent care facility or family physician. Some suggested facilities close to the Columbus Center are listed below. You also must follow your respective campus's procedures for reporting a work related injury. This information can be found at links provided in the information boxes by campus at the bottom of this page.

Name of Facility	Address	Phone Number	Hours of Operation
Concentra Arbutus	1419 Knecht Avenue, Baltimore, MD 21227	410-247-9595	24 hours, 7 days a week
Concentra Urgent Care Downtown	100 S Charles Street #150 Baltimore, MD 21201	410-752-3010	8:00 am – 6:00 pm, Monday-Friday
MedStar Urgent Care	1420 Key Highway Baltimore, MD 21230	410-230-7800	8:00 am – 8:00 pm Monday – Friday Saturday, 8:00 am – 4:00 pm Sunday, 8:00 am – 12:00 am
Patient First Bayview	5100 Eastern Avenue Baltimore, MD 21221	410-814-4500	8:00 am – 10:00 pm, 7 days a week

\*bring a copy of your completed Injury Report Forms with you. The facility may require you to pay out of pocket upfront and then you will in turn need to work with your respective Administrator to submit a claim to the University's Workers Compensation.

In the event of an injury at work, please follow these steps:

1. **For injuries that require immediate emergency medical attention:** please call 911 for an ambulance. Then alert the CC security guard at the front door (front desk phone 410.576.5700 or front desk cell phone 410.977.5850 that an ambulance is on the way, and tell them where the injured employee is located, so that when the ambulance arrives, the security guard can direct them where to go. Next, go to step #3.

**For injuries that do not require immediate emergency medical attention:** go to UMICC or if it after UMICC operating hours seek care from the above named emergency care facilities. No appointment is necessary. The injured employee needs to take their **Columbus Center ID card** with them as well a copy of your **Employee Report of Injury Form**, so that payment is not needed for the medical visit. First Report of Injury Forms can be found at the URL provided below, for the respective campus. Go to step #2.

- If possible, call UMICC at 667-214-1899 and tell them about the injury, so that they can prepare a triage. Otherwise, when you arrive, tell the UMICC front desk that you are a Columbus Center employee who has suffered a work related injury and show them your Columbus Center ID card as well as the copy of the first report of injury form.
- Notify the appropriate Columbus Center Business Manager as soon as possible, but no later than 24 hours after the injury occurs, and complete the remaining required paperwork. Below are appropriate contacts and links to the Employee Report of Injury Forms by Institution.

<b>IMET-UMB</b>			
Description	Name	Phone #	Email Address
UMB CC Contact	Kim Curry	410-234-8853	<a href="mailto:kcurry@som.umaryland.edu">kcurry@som.umaryland.edu</a>
UMB EHS Contact	Angela Boxley	410-706-3221	<a href="mailto:aboxley@af.umaryland.edu">aboxley@af.umaryland.edu</a>
UMB EHS Website	<a href="http://www.umaryland.edu/ehs/programs/workers-compensation/">http://www.umaryland.edu/ehs/programs/workers-compensation/</a>		
UMB Employee Injury Report Forms	<a href="http://www.umaryland.edu/ehs/programs/workers-compensation/">http://www.umaryland.edu/ehs/programs/workers-compensation/</a>		
<b>Please submit the completed form(s) by FAX to the attention of Angela Boxley at (410) 706-8212 within 24 hours of the injury. Please give original forms to Kim Curry.</b>			

<b>IMET-UMBC-DMB, Shared Services, ARC</b>			
Description	Name	Phone #	Email Address
UMBC CC Contact	Tonya Queen	410-234-8807	<a href="mailto:queent@umbc.edu">queent@umbc.edu</a>
UMBC ESH Contact	Mike Pound	410-455-2918	<a href="mailto:michaelp@umbc.edu">michaelp@umbc.edu</a>
UMBC ESH Website	<a href="http://www.umbc.edu/safety/insuranceinjuries.html">http://www.umbc.edu/safety/insuranceinjuries.html</a>		
UMBC Injury Report Forms	<a href="http://www.umbc.edu/safety/insuranceinjuries.html">http://www.umbc.edu/safety/insuranceinjuries.html</a>		
<b>Please submit the completed form by email to UMBC ESH at <a href="mailto:esh@umbc.edu">esh@umbc.edu</a> within 24 hours of the injury. Please give original form to Tonya Queen.</b>			

<b>IMET-UMCES</b>			
Description	Name	Phone #	Email Address
UMCES CC Contact	Monica Chacon	410-234-8898	<a href="mailto:mchacon@umces.edu">mchacon@umces.edu</a>
UMCES HR/Worker's Comp Contact	Lisa Ross	410-221-2017	<a href="mailto:lross@umces.edu">lross@umces.edu</a>
UMCES HR Website	<a href="http://www.umces.edu/about/human-resources">http://www.umces.edu/about/human-resources</a>		
UMCES Injury Report Forms	<a href="https://www.ceiwc.com/i-am-an-employer/forms-and-publications-forms-pdfs/pdfs/Acc-Invest-Form-English.pdf">https://www.ceiwc.com/i-am-an-employer/forms-and-publications-forms-pdfs/pdfs/Acc-Invest-Form-English.pdf</a>		
<b>Please submit the completed form by FAX to IWIF at 410-494-2002 and also FAX to UMCES HR at 410-221-2029 within 24 hours of the injury. Please give original form to Monica Chacon.</b>			

<b>IoF-UMBC</b>			
Description	Name	Phone #	Email Address
IoF CC Contact	Chris Geddes	410-576-5720	<a href="mailto:geddes@umbc.edu">geddes@umbc.edu</a>
UMBC ESH Contact	Mike Pound	410-455-2918	<a href="mailto:michaelp@umbc.edu">michaelp@umbc.edu</a>
UMBC ESH Website	<a href="http://www.umbc.edu/safety/insuranceinjuries.html">http://www.umbc.edu/safety/insuranceinjuries.html</a>		
UMBC Injury Report Forms	<a href="http://www.umbc.edu/safety/insuranceinjuries.html">http://www.umbc.edu/safety/insuranceinjuries.html</a>		
<b>Please submit the completed First Report of Injury Forms by email to UMBC ESH at <a href="mailto:esh@umbc.edu">esh@umbc.edu</a> within 24 hours of the injury. Please give original form to Dr. Chris Geddes.</b>			

<b>TU</b>			
<b>Description</b>	<b>Name</b>	<b>Phone #</b>	<b>Email Address</b>
TU CC Contact	Mary Stapleton	410-385-6318	<a href="mailto:mkstapleton@towson.edu">mkstapleton@towson.edu</a>
TU HR/Worker's Comp Contact	Michelle Dacey	410-704-6326	<a href="mailto:mdacey@towson.edu">mdacey@towson.edu</a>
TU Worker's Comp Website	<a href="http://www.towson.edu/adminfinance/hr/benefits/documents/mgingwkrelinjuries.pdf">http://www.towson.edu/adminfinance/hr/benefits/documents/mgingwkrelinjuries.pdf</a>		
TU Injury Report Forms	<a href="http://www.towson.edu/adminfinance/hr/benefits/documents/mgingwkrelinjuries.pdf">http://www.towson.edu/adminfinance/hr/benefits/documents/mgingwkrelinjuries.pdf</a>		
<b>Please submit the completed First Report of Injury Forms by (fax or email) to 410-704-2603 within 24 hours of the injury. Please give original form to Mary Stapleton.</b>			