

**WORK RELATED INJURY PROCESS – Colorado Springs, CO**

For any work related injury, the injured employee must be treated at one of the preferred providers listed below – either a Memorial Hospital Occupational Health Center or a Concentra Medical Center. **When you are treated at these facilities, let them know that Pinnacol is your company’s Work Compensation Insurance.** You will need to fill out a LONG Accident Report Form and fax it to the Safety/Loss Prevention Manager in Englewood (Fax 303-742-3313) so the claim can be opened with Pinnacol. Your claim will then be assigned a claim number that you need to reference when receiving further medical treatment for your injury.

**Procedure for Work Related Injuries**

- Report ALL work related injuries to your Supervisor or Safety Manager immediately.
- For injuries that are not life or limb threatening, notify your supervisor and schedule an appointment at nearest preferred provider location within 24 hours of the incident, or the following Monday if an injury occurs over the weekend.
- **For life or limb threatening injuries, go to the nearest hospital emergency room.**

Any medical costs received from providers other than those listed below (besides ER situations) without proper authorization will be the full responsibility of the employee.

**Memorial Occupational Health  
Springs Medical Center**

2502 East Pikes Peak Avenue  
(East of the Memorial Admin Office)  
Colorado Springs, CO 80909  
PH: 719-365-6840  
Monday–Friday 8am-5pm  
Urgent Care 719-365-2888  
Urgent Care is open M-F 5pm-10pm

**Briargate Medical Campus**

8890 North Union Blvd  
(North of the Albertsons)  
Colorado Springs, CO 80920  
PH: 719-365-6439  
Monday–Friday 8am-5pm

**Emergency & Trauma Center**

1400 East Boulder Street  
Colorado Springs, CO 80909  
PH: 719-365-5221

**Concentra Medical Centers**

**Colorado Springs North**  
5320 Mark Dabling Boulevard  
Building 7, Suite 100  
Colorado Springs, CO 80918  
PH: 719-592-1584  
Monday-Friday 8am-5pm

**Colorado Springs South**

2322 South Academy Boulevard  
Colorado Springs, CO 80916  
PH: 719-390-1727  
Monday-Friday 8am-5pm

**I have read, understand, and agree to comply with the Work Related Injury Process set forth by LONG Building Technologies, Inc.**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Employee Name