

NEW MEXICO STATE UNIVERSITY  
**WORKERS' COMPENSATION PROCEDURES**  
**FOR WORK-RELATED INJURIES**  
**LAS CRUCES AREA**

**EMERGENCY, AFTER HOURS, WEEKENDS**

1. Go to nearest emergency room.
2. Report to your supervisor.
3. Contact Employee Health Services the next working day for designated follow up care. Call 646-6600 or 646-2420 for instructions.

**NON-EMERGENCY NORMAL WORKING HOURS**

**MEDICAL CARE NEEDED**

1. Report immediately to your supervisor.
2. Call Employee Health Services at 646-6600.

**INJURY NOT REQUIRING MEDICAL ATTENTION**

**Report immediately to your supervisor.**

**DRUGS: PRESCRIPTIONS MAY ONLY BE FILLED BY APPROVED PHARMACIES:**

Family Pharmacy	1605 El Paseo Rd.	526-1599
Las Cruces Rexall Drug	2140 N. Main	524-2863
Southwestern Pharmacy Services	755 Telshor Blvd., Suite 202R	522-7870

New Mexico State law requires the worker to give notice in writing to the employer within **15 days** of the occurrence. NMSU policy requires that the report be sent to Personnel (646-2420) within **24 hours**. The above procedures must be followed in order to have medical care covered.