



**WALTERS STATE**  

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**COMMUNITY COLLEGE**



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# Workers' Compensation

How to Report an Employee Injury

# Employee Report Procedures

What should an employee do if he/she is injured on the job?

- Call 911 for all emergencies that result in serious bodily injury, and seek treatment at the nearest emergency room.
- Notify supervisor immediately.
  - Inform supervisor of what happened, how it happened, who saw what happened, and if an injury occurred as a result of the incident.
- If an employee is a witness to a work related accident in which an injury occurred and the involved employee cannot notify his/her supervisor, the employee should notify the injured employee's supervisor immediately.
- The employee must call Campus Police 423-585-6752 to create an incident report

# Employee Report Procedures

- The employee and supervisor call the 24/7 Call Center @ 1-866-245-8588
- Select Option #1 to speak to a nurse for immediate care.
  - The nurse will collect the needed information from the supervisor.
  - The nurse will ask the supervisor to hand the employee the phone and leave the room.
  - The employee will give the nurse the necessary information.
  - The nurse (RN) will evaluate and determine care/treatment options

# Employee Report Procedures

- Option #1 – The nurse will ask the following information:
  - Employee First and Last Name
  - Last 4 digits of the Social Security Number
  - Date of Birth
  - Date of Injury
  - Employer Location and Department
  - Employee contact telephone number
  - Nature of Injury
- If the nurse recommends care/treatment, the employee will pick one of the providers from the institution's preapproved panel.

# Supervisor's Responsibility

- Once the nurse recommends care/treatment, the supervisor is required to call the First Notice of Loss hotline at 1-866-245-8588 and select Option #2
- Supervisor will be asked to answer the following questions:
  - Employee's full name
  - Full Social Security Number
  - Employee's address
  - Date of Hire
  - Date the supervisor/employer was notified of the injury
  - Description of the accident
  - Location of the accident
  - Was injury in the course and scope of employment
  - Is there any reason to question the validity of the claim

# Reporting to HR

- Report the injury to Krystal Johnston in HR
  - [Krystal.Johnston@ws.edu](mailto:Krystal.Johnston@ws.edu) / 423-585-6847
- Confirm First Notice of Loss and Campus Police Incident Report was filed
- HR does require copies of all reports