During the course of employment at Cleveland State Community College, we hope you are never injured on the job or suffer from an occupational illness. However, if it does occur, please follow the instructions below:

**What should I do if I’m injured on the job?**

**EMERGENCIES:** Call 911 for all incidents that result in serious bodily injury and seek treatment at the nearest emergency room.

Supervisors should contact Campus Police and Finance and Administration with details. If you are a witness to a work related accident where a fellow employee is injured and the involved employee cannot notify his or her supervisor, you should attempt to notify the supervisor for him or her.

**For all other accidents, even if you do not plan to seek medical treatment:**

1. **You should notify your supervisor immediately.**
   You should tell your supervisor what happened, how it happened, who saw what happened, and if you were injured as a result of the accident.

2. **You and your supervisor should call the Workplace Injury & First Notice of Loss Call Center at 1-866-245-8588.**
   Select Option #1 and speak with a 24/7 registered nurse. Your supervisor will verify that you are reporting a work related injury to the registered nurse. If medical treatment is needed, a list of the approved panel of physicians will be verbally provided to you by the 24/7 nurse.

   For workers’ comp you must only go to the doctor provided to you by the nurse for full payment of your medical bills. A FirstFill form should be taken with you to the doctor.

3. **Your supervisor should call Campus Police so that a report can be completed.**

4. **Your supervisor shall call or send an email to Finance and Administration with details about the Accident:** (423-614-8750) or vrapierclevelandstatecc.edu.

Follow-up doctor and/or specialist appointments must be arranged by CorVel and not by the injured employee or supervisor. Call CorVel at 888-226-7835 for information on your existing claim.

Within 1 week after injury, if possible, a Report of Injury or Illness form should be completed and returned to Finance and Administration. The form can be found on CougarNet under Work Life and Institution Information.

**TO MEET OSHA REQUIREMENTS, PLEASE PROVIDE THE FINANCE AND ADMINISTRATION OFFICE A COPY OF ALL MEDICAL FORMS REGARDING THE ACCIDENT**

For further information, please go to [http://treasury.tn.gov/wc/index.html](http://treasury.tn.gov/wc/index.html). If you need further assistance, please call Vivian Rapier at extension 750.

(Revised December 2015)