

## WORKERS' COMPENSATION QUICK REFERENCE GUIDE

**1. An employee who is injured on the job or who contracts an occupational disease must seek medical attention from the following list of approved medical providers:**

**Life Threatening Injury:** Call 44444, University Police/Emergency, to dispatch 911- Request to go to Moses Cone Hospital any time during 24-hour period.

**Serious Injury:** Call 44444, University Police/Emergency, to dispatch 911 or Supervisor or authorized individual should take employee to Moses Cone Hospital or Wesley Long Community Hospital Emergency Departments any time during 24-hour period.

**Non-Serious Injury, But Requiring Medical Attention:**

**UNCG Student Health Service** 8:00 a.m. - 8:00 p.m. (M-F Academic Year)  
9:00 a.m. - 12:00 noon (Saturday)\*  
5:00 p.m. - 8:00 p.m.(Sunday)\*  
8:00 a.m. - 6:30 p.m. (M-F Summer) Closing at 4:00 p.m. on Fridays  
\*During Academic Year Only

In the event the Student Health Service is closed and cannot provide care, employees should go to **Moses Cone Occupational Health**, at 200 E. Northwood St. For directions, please call 336-832-3600. Hours of operation are Monday - Friday, 8:00 a.m. - 5:00 p.m.

If Moses Cone Occupational Health is closed, you may proceed to the Wesley Long Hospital or the Moses Cone Hospital Emergency Departments. *Employees may not choose their own doctor.*

**2. Report all injuries immediately to:**

Employee's supervisor, the University Compliance Officer in Human Resource Services (ext. 45009), and the UNCG Office of Safety (ext. 44357).

**3. Do Not Forget:**

- A.** Employee **must** return to work following the doctor's visit unless the approved treating physician provides written authorization prohibiting return to work.
- B.** Send copies of **all** doctor's notes and attending physician reports to the University Compliance Officer in Human Resource Services. He/she will forward to the University's TPA (CorVel Corporation) for processing.
- C.** Complete Forms 19 and HRS 301 as quickly as possible. Forms may be obtained from the University Compliance Officer in Human Resource Services or the UNCG Office of Safety.
- D.** Supervisor should follow up with employee. His/her care and return to work is a major concern to the University.
- E.** Adhere to Return to Work procedures. Notify the University Compliance Officer in Human Resource Services if there is a problem in assigning transitional work within the scope of the doctor's recommendations.
- F.** Encourage safe work practices. Correct unsafe conditions immediately or contact the UNCG Office of Safety.

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***Failure to comply with the above procedures may bar employee from entitled workers' compensation benefits.***