WORKER’S 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 334-4444, University Police/Emergency for emergency services. Request to go to Moses Cone Hospital any time during 24-hour period.

   **Serious Injury:** Call 334-4444, University Police/Emergency for emergency services, or Supervisor / 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 Services:**

   - **Academic Year**
     - 8 a.m. – 6 p.m. M-F
     - Closed – Sat.
     - 5 p.m. – 8 p.m. Sun
   - **Summer**
     - 8 a.m. – 5:00 p.m. M-F
     - Closed on Weekends

   In the event Student Health Services 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 Mon – Fri 8 a.m. – 5 p.m.

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

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

   Employee’s supervisor, the Worker’s Comp Administrator in Human Resources (334-5009) and the UNCG Department of Environmental Health and Safety (334-4357).

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 Worker’s Comp Administrator in Human Resources. He/she will forward to the University Third Party Administrator (CorVel Corporation) for processing.

   C. Complete Forms 19, 301, and the Employee Statement Form as quickly as possible. Forms may be obtained from the following link: [http://web.uncg.edu/hrs/WorkersComp](http://web.uncg.edu/hrs/WorkersComp), or from the Department of Environmental Health and Safety.

   D. The supervisor should follow-up with the employee. His/her care and return to work is a major concern to the University.

   E. Adhere to Return to Work procedures. Notify the Worker’s Comp Administrator in Human Resources 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 Department of Environmental Health and Safety.

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Failure to comply with the above procedures may bar employee from entitled worker’s compensation benefits.