

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

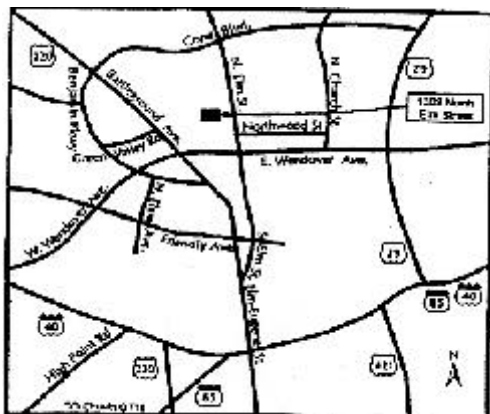
In the event the Student Health Service is closed and cannot provide care, employees should go to **Moses Cone Occupational Health**. See map and address below. Hours of operation are Monday - Friday, 8:00 a.m. - 5:00 p.m. If Moses Cone Occupational Health is closed, you may proceed to the Wesley Long 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 (Key Risk Management Services, Inc.) 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 are 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.

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

MOSES CONE OCCUPATIONAL HEALTH
1309 N. Elm Street
273-9500