

## Reporting an Employee “Incident Only”:

The Tennessee Division of Claims (the agency that runs the State Workers’ Compensation program) is requiring that ALL personal injury incidents by employees be reported via the CorVel call-in system. “All” means all. Even if the incident does not result in medical treatment, the employee and/or supervisor must notify the state. Additionally, any event involving a hazard (i.e. wet or slick floors, broken pavement, etc.) should also be reported.

Why are they doing this? The state is gathering information about all the state agencies’ “near misses,” but there are additional reasons why it is in the best interests of UT employees to report these incidents as well:

1. An employee may not realize the extent of their injury or how early intervention may help. The triage nurse will determine if care is needed, whether it is from a medical professional or simply self-care.
2. Reporting an incident also helps in determining compensability if the employee later feels he/she needs medical treatment.
3. Reporting a “possible” injury while it is fresh in everyone’s mind, even if the employee does not feel the need for medical treatment, means that we get the best possible details about the situation. It is easier to give details about what happened right after it happened than to try to remember the details weeks or maybe months later.
4. Helps with campus safety by early identification of potential hazards.

## Reporting instructions:

### Step 1: Report the incident

- REPORT THE INJURY TO THEIR SUPERVISOR AND TO CORVEL
  - 1-866-245-8588, Option 1
  - This is a 24/7 Nurse Line – **STATE TO NURSE FOLLOWING – “REPORT ONLY – NOT SEEKING MEDICAL TREATMENT.”**
  - If the injured worker agrees to self-care but later changes their mind, he/she must first call CorVel **Option 2** to obtain authorization to treat

**Beginning July 1, 2019, the TN Division of Claims and Risk Management will assess a \$500.00 departmental penalty each time an injured worker seeks non-emergency medical treatment prior to reporting their injury to CorVel**

### STEP 2: Complete the paperwork

- **Workers’ Compensation Procedures** (Review and sign)- <http://finance.tennessee.edu/wp-content/uploads/forms/WorkCompReportingProcedures.pdf>
- **Workers’ Compensation Injury Report** (Complete and return to the UTSI HR office)- <http://finance.tennessee.edu/wp-content/uploads/forms/WorkersCompensationInjuryReport.pdf>

**Beginning July 1, 2019, the TN Division of Claims and Risk Management will assess a \$500.00 departmental penalty each time an employee or employer does not report a work injury within (3) business days after sustaining said injury.**

The UTSI Campus Workers’ Compensation Coordinator submits a copy of the Injury Report to the UT Workers Compensation office for reporting purposes and to the UTSI Safety Office so they may address any safety concerns and/or reporting requirements.

For additional information, please see the following websites:

- UTSI Workers Compensation website: <https://www.utsi.edu/workers-compensation/>
- UT Risk Management: <https://riskmanagement.tennessee.edu/>

If questions, please contact the UTSI HR office at 931-393-7226.

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