To: UTSI Employees

Re: Workers’ Compensation Procedures

If an injury/incident occurs:
1. Immediately inform your supervisor.
2. Within 3 days, call CorVel Workplace Injury & First Notice of Loss Call Center Toll Free Number 1-866-245-8588.
3. Notify the UTSI Human Resources office/Campus Workers’ Compensation Coordinator and complete and return required reporting forms to HR within 3 days.

See attached “Quick Reference Guide” for what to do if an injury/incident happens to you.

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<tr>
<th>UTSI CAMPUS WORKERS’ COMPENSATION COORDINATOR</th>
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<tr>
<td>Pam Ledford</td>
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<tr>
<td>UTSI Human Resources, Equity &amp; Diversity, Compliance</td>
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<tr>
<td>411 B.H. Goethert Parkway</td>
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<tr>
<td>Tullahoma, TN 37388-9700</td>
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<tr>
<td>ph: 931-393-7504, fax: 931-393-7268</td>
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<tr>
<td>email: <a href="mailto:hr@utsi.edu">hr@utsi.edu</a></td>
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<tr>
<td>website: <a href="http://www.utsi.edu/about/campus-">http://www.utsi.edu/about/campus-</a></td>
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<td>services/human-resources/workers-compensation/</td>
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<th>REQUIRED FORMS, in the event of a WC injury/incident:</th>
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<tr>
<td>• Workers’ Compensation Procedures</td>
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<td>• Workers’ Compensation Injury Report</td>
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Return forms to UTSI HR as soon as possible.

For links to the forms and additional information:
http://www.utsi.edu/about/campus-services/human-resources/workers-compensation/

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

Following penalties will be accessed if reporting requirements are not followed.

- As of July 1, 2019, the State imposed a $500.00 department penalty each time an injured worker seeks treatment before calling CorVel 24/7, unless the injury is a true emergency
- As of July 1, 2019, the State imposed a $500.00 department penalty if a claim is not reported to CorVel 24/7 within 3 days, whether or not the injury is an emergency

Pertinent University of Tennessee Human Resource policies:
• UT Human Resources Policy No. 397, Workers Compensation  
• UT Human Resources Policy No. 398, Transitional Duty/Return to Work Program  
https://policy.tennessee.edu/

If questions or need assistance, please contact the UTSI Campus Workers’ Compensation Coordinator at 931-393-7504 or email hr@utsi.edu.

Rev: 06/09/2022
**Workers’ Compensation Reporting Process**

### Work Injury

**Serious, Life-threatening Injury?**

**YES**

Call 911 and/or go to the nearest Emergency Room!

**NO**

**Immediately inform your supervisor and Report the Injury to CorVel within 3 days**

**Prior to seeking medical treatment:**

Injured worker must call CorVel 24/7 Nurse Triage 1-866-245-8588 option 1

Nurse will determine the appropriate level of treatment and will direct to the closest in-network provider. ALL work injuries must be reported to CorVel

**Supervisor/Designee must call CorVel to report the injury within 3 days**

1-866-245-8588 option 2

Notify Office of Risk Mgmt. of the serious injury: 865-974-5409

Your Workers’ Compensation Claim has now been reported.

Required reporting forms (WC Reporting Procedures, WC Injury Report and RTW Calendar) and physician’s return to work authorization must be sent to your campus WC coordinator

Office of Risk Management *Phone: (865) 974-5409 * Fax: (865) 974-0936 Email: riskmanagement@tennessee.edu

Revised January 2020