

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.

<p>UTSI CAMPUS WORKERS' COMPENSATION COORDINATOR</p> <p>Pam Ledford UTSI Human Resources, Equity & Diversity, Compliance 411 B.H. Goethert Parkway Tullahoma, TN 37388-9700 ph: 931-393-7504, fax: 931-393-7268 email: hr@utsi.edu website: http://www.utsi.edu/about/campus-services/human-resources/workers-compensation/</p>	<p>REQUIRED FORMS, in the event of a WC injury/incident:</p> <ul style="list-style-type: none">• Workers' Compensation Procedures• Workers' Compensation Injury Report <p>Return forms to UTSI HR as soon as possible.</p> <p>For links to the forms and additional information: http://www.utsi.edu/about/campus-services/human-resources/workers-compensation/</p> <p>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.</p>
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Following penalties will be assessed 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:

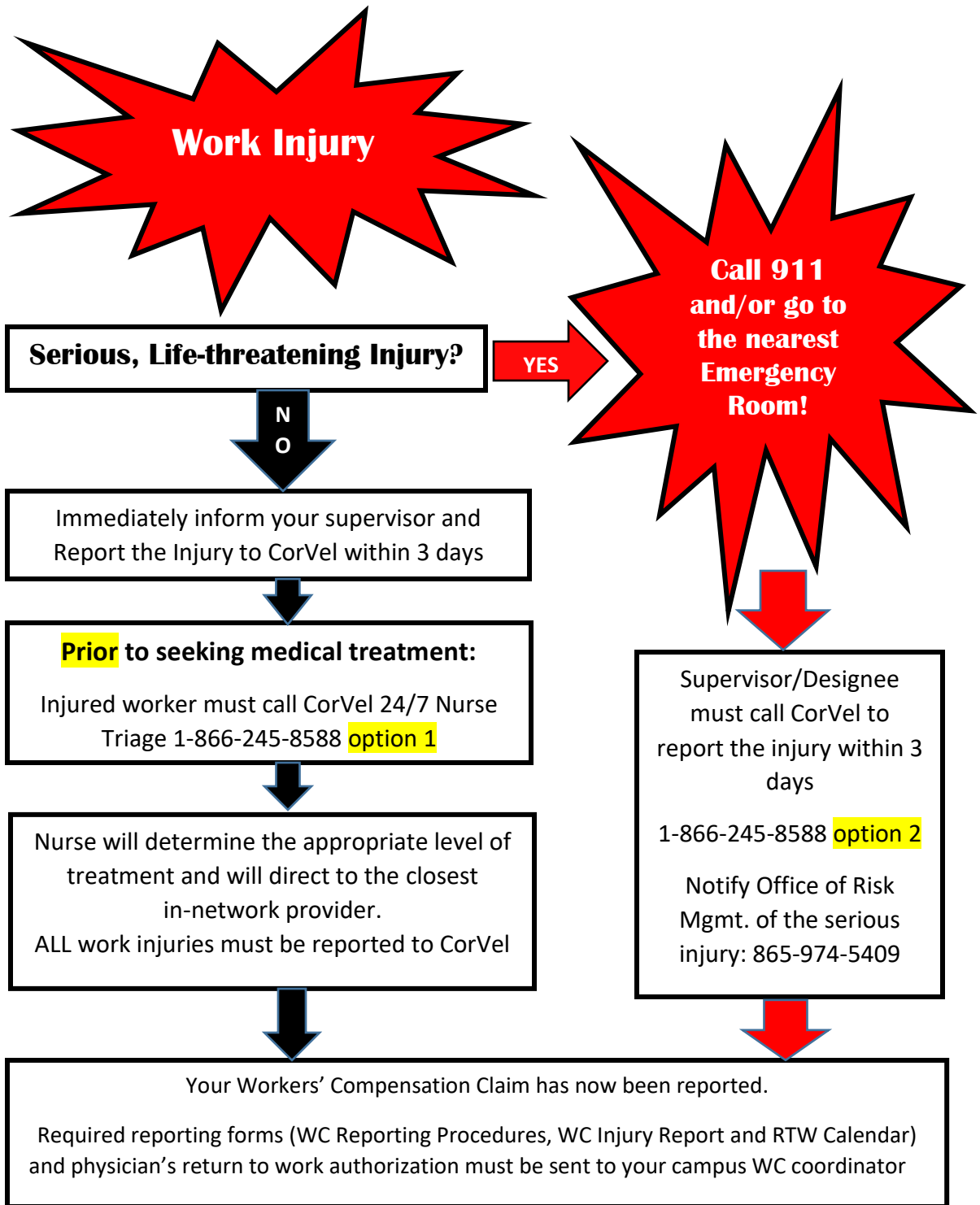
- UT Human Resources Policy No. 397, Workers Compensation
 - UT Human Resources Policy No. 398, Transitional Duty/Return to Work Program
- <https://policy.tennessee.edu/>

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

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Workers' Compensation Reporting Process

Quick Reference Guide



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