UTSI Employees Workers’ Compensation Procedures

**EMERGENCY ‘On the Job’ Employee Injuries:**

- Call for emergency medical personnel by dialing 9-911 from a campus phone or 911 from a cell phone.
- Give the dispatcher as much information as possible about the injury or illness and the location of the victim.
- Do not attempt to move a seriously injured person.
- Remain with the person until the police or emergency medical personnel arrive.
- If the injured person is an employee, contact their supervisor, the UTSI Safety Office, and the UTSI Workers Compensation Coordinator as soon as possible. The injured worker’s supervisor must immediately report the injury to CorVel (State of Tennessee Workers Comp Administrator) – 1-866-245-8588. Specify to CorVel the following location of employment for reporting purposes – STATE OF TN – UT SPACE INSTITUTE (UTSI). Supervisor must assist HR in completing the required paperwork referenced above.
- If a work injury is Life-Threatening or results in Serious Bodily Injury, it will need to be reported to the UT System Office of Risk Management’s Workers’ Compensation Coordinator, Stephanie Strickland, at 865-974-0980 or sstric25@tennessee.edu and the UTSI Safety Office.

**NON-EMERGENCY ‘On the Job’ Employee Injuries/Incidents:**

1. Immediately inform your supervisor.
2. **Within 24 hours**, call CorVel Workplace Injury & First Notice of Loss Call Center Toll Free Number 1-866-245-8588 – Specify to Nurse the following location of employment for reporting purposes – STATE OF TN – UT SPACE INSTITUTE (UTSI).
3. Notify the UTSI Human Resources office/Campus Workers’ Compensation Coordinator and complete and return required reporting forms referenced above to HR **within 36 hours**.
4. All paperwork above must be turned in to the UT System Office of Risk Management **within 48 hours of injury**.
5. The CorVel claims representative will review the workers comp claim and will notify employee if claim approved or denied. CorVel will be in contact with the injured worker to answer questions, set up necessary treatment options, advise on proper W/C procedures, and help you return SAFELY to work.

**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, or if a claim is not reported to CorVel 24/7 within 3 days, whether or not the injury is an emergency. Therefore, it is advised to call CorVel even if you believe it is a minor incident. If treatment is needed later, the incident will be in the CorVel system.

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/](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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