



# INJURY AND ILLNESS

## UTSI Faculty, Staff, & Students

In the event of an injury or illness:

- If you become aware of a seriously ill or injured person, you should:
  - 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 and/or Safety Coordinator 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**. Notify CorVel of following location of employment – STATE OF TN – UT SPACE INSTITUTE (UTSI).
- Non-Emergency 'On the Job' Employee Injuries. Any employee, regular or term, or a student worker, who sustains a **Non-Emergency** job-related injury or illness in the course of employment with the Institute, must notify their supervisor immediately and call CorVel (State of Tennessee Workers Comp Administrator) at **1-866-245-8588** (24/7 Nurse Triage Line). Notify Nurse of following location of employment – STATE OF TN – UT SPACE INSTITUTE (UTSI). The triage nurse will discuss the appropriate level of treatment and direct the injured worker to the nearest State of TN authorized treating physician if needed.
- Injuries must be reported to CorVel within (3) business days. The Tennessee Division of Claims and Risk Management will assess a \$500 departmental penalty each time an employee or employer does not report a work injury within (3) business days after sustaining the injury AND/OR each time an injured worker seeks non-emergency medical treatment prior to reporting the injury to CorVel.
- Required UT Workers Compensation Paperwork within 24 hours of injury – please submit required paperwork within 24 hours of injury to the UTSI Workers Compensation Coordinator in the UTSI Human Resources office in Lower C-wing. Required documentation is located at the following link: [Workers' Compensation- Space Institute \(utsi.edu\)](http://Workers' Compensation- Space Institute (utsi.edu)). Once received, this paperwork is forwarded to the UT Office of Risk Management within 48 hours of injury. Please contact the UTSI HR Office at 931-393-7226 or hr@utsi.edu for assistance.
- The CorVel claims representative will be in contact with you to answer questions, set up necessary treatment options, advise on proper W/C procedures, and help you return SAFELY to work. For more information, see UT Human Resources Policy No. 397, Workers Compensation, [HR0397 - Worker's Compensation v.18 \(policytech.com\)](http://HR0397 - Worker's Compensation v.18 (policytech.com)).