FOR LIFE-THREATENING ON-THE-JOB INJURIES ONLY:

- Call for emergency medical personnel by dialing 9-911 from a campus phone or 911 from a cell phone or go to the nearest ER immediately! 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.

- **Supervisor** – You must report emergency on-the-job injuries on behalf of your injured worker:
  1. Firstly, ensure your injured worker has appropriate medical care (911, nearest ER)
  2. Call immediately to report your worker’s injury to CorVel (24/7):
     - 1-866-245-8588 Option #2
     - Specify to CorVel the following location of employment for reporting purposes – STATE OF TN – UT SPACE INSTITUTE (UTSI).
  3. Report the incident to:
     - Your Campus Safety Officer
     - Your Supervisor
     - UT System Office of Risk Management (865-974-0980)

- **Injured Worker** – You must initiate the online reporting process as soon as possible:
  1. Obtain the CorVel claim number from your supervisor
  2. Complete an Incident Report online via the Origami Portal
     - [Step-by-Step Online Reporting Guide](#)

NON-EMERGENCY ON-THE-JOB INJURY REPORTING PROCEDURES:

- **Injured Worker** – You start the reporting process:
  1. Report your injury to your supervisor *when it happens*.
  2. Report your injury to CorVel (even minor injuries)
     - Call 1-866-245-8588 Option #1 (nurse line)
     - Specify to CorVel the following location of employment for reporting purposes – STATE OF TN – UT SPACE INSTITUTE (UTSI).
     - If you need medical care, the nurse will send you to an authorized doctor. You MAY NOT treat with an unauthorized provider!
     - **DO NOT** go to the doctor before you report to CorVel.
  3. Complete an Incident Report online via the Origami Portal
     - [Step-by-Step Online Reporting Guide](#) located on UT System Risk Management website.
  4. You will receive an email confirmation from Notifications@OrigamiRisk.com

- **Supervisor** – You finish the reporting process:
  1. You will receive email notification from Notifications@OrigamiRisk.com of the new injury after the injured worker’s submission is complete.
  2. Follow the instructions in the email to submit your Supervisor Statement and complete the reporting process.
     - [Step-by-Step Supervisor Statement Guide](#)
  3. Follow up with your injured worker for the doctor’s return to work status. Contact your campus Workers’ Comp Coordinator to process the return to work.
Pertinent Information:

- UT Human Resources Policy No. 397, Workers Compensation - [https://policy.tennessee.edu/](https://policy.tennessee.edu/)
- UT Human Resources Policy No. 398, Transitional Duty/Return to Work Program - [https://policy.tennessee.edu/](https://policy.tennessee.edu/)
- Family and Medical Leave is an additional option available to eligible employees. Injured workers should contact their campus Human Resources Department to determine eligibility and obtain more details on this option. Injured workers should also advise their supervisor of their intent to use Family and Medical Leave. For additional information, refer to HR0338 – Family and Medical Leave policy - [https://policy.tennessee.edu/](https://policy.tennessee.edu/)
- Income Benefits: An injured worker who is unable to continue their assigned duties because of a work-related injury may choose to use their accrued sick leave or annual leave for some or all the lost workdays. An injured worker who does not have accrued leave available will be placed on leave without pay status (LWOP). Only those injured workers who are on LWOP for more than seven (7) days following the date of injury are eligible for Temporary Total Disability (TTD) benefits, payable through CorVel, beginning the eighth day of disability.
- The amount and duration of TTD benefits will be determined by CorVel in accordance with state law. The benefit is sixty-six and two-thirds percent of their pre-injury average weekly wages and cannot be less than the minimum, or more than the maximum, weekly benefits are set by Tennessee Workers’ Compensation weekly compensation rates. These benefits continue until maximum medical improvement (MMI) has been reached, or until the injured worker returns to restricted or full duty.
- Injured workers may elect to use sick or annual leave instead of receiving TTD benefits for all or part of the time they qualify for TTD benefits. An injured worker may not receive both TTD benefits and sick or annual leave at the same time. An injured worker is not eligible to use the Sick Leave Bank. The university will assume one hundred percent of the cost of the premiums for basic group medical coverage and basic group life coverage while injured workers are on an unpaid leave of absence. Other insurance premiums will still be the responsibility of the injured worker. Refer to: HR0355 Leave of Absence Policy - [https://policy.tennessee.edu/](https://policy.tennessee.edu/)
- Injured workers who are taken off work by their authorized treating physician must supply a Work Status note for each follow-up or physical therapy visit to their immediate supervisor. This contact is mandatory, if the injured workers fail to maintain contact with their immediate supervisor and/or the Workers’ Compensation Coordinator regarding work status, it could result in disciplinary action up to and including termination.

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

Rev: 05/24/2024