

VSCC Work-Related Injury Reporting Procedures & Treatment Guide

These procedures are intended to emphasize the importance of reporting all work-related incidents, injuries, and/or illnesses. It is imperative for an injured employee to follow up with his/her supervisor to make sure all documentation of the incident is filled out correctly and submitted to the Director of Plant Operations for record keeping purposes. Even if the injury is minor, and you do not receive initial medical treatment, having a record of the incident protects you if any physical ailments or illnesses become issues in the future.

For workers' compensation purposes, an incident is any illness or injury that occurs while actively carrying out the roles and responsibilities of your job.

Following these guidelines will help minimize the potential for denial of a workers' compensation claim.

ALL WORK-RELATED INJURIES MUST BE REPORTED IMMEDIATELY

Call 911, or Campus Police, for all serious or life threatening injuries

For Non-Life Threatening Injuries:

1. Notify your supervisor immediately.
 - Your supervisor must complete a Supervisor Injury/Incident Report. If you witness a work-related incident where a fellow employee is injured and is unable to notify their supervisor, you should notify their supervisor and/or Campus Police for them.
2. You must call the Workplace Injury & First Notice of Loss Call Center at **866-245-8588**, immediately after the occurrence of an incident.
 - When calling the Workplace Injury & First Notice of Loss Call Center you will speak with a registered nurse. Nurses are available 24/7 to evaluate the nature of your injury and determine immediate care or treatment options. When calling, you must provide this location information: **STATE TN - VOLUNTEER STATE COMMUNITY COLLEGE**
 - If no medical treatment is recommended, the nurse will document the call for you and enter an incident report into the CareMC reporting system. No other action will be needed from you.
 - If the nurse recommends that you seek medical treatment, he/she will verbally provide an approved list of physicians. From this list you must choose one provider who will then be the only physician authorized to treat you for your compensable injury. The State will not pay any medical expenses incurred from a physician other than your approved treating physician or a network physician you are referred to by your treating physician.
 - Follow up doctor and/or specialist appointments must be arranged by CorVel and NOT by the injured employee or the employee's supervisor. Note: This does not apply in situations requiring immediate emergency room treatment for serious or life-threatening injuries.
 - If you are seen in an emergency room or a minor medical clinic and you were advised to see a specialist, or your "regular/normal" physician for follow-up care, you must call the Director of Plant Operations or CorVel prior to any follow up treatment. You will be provided a list of approved providers. From this list you must choose one provider who will then be the only physician authorized to treat you for your compensable injury. All doctors must be on the approved physicians list prior to follow-up treatment.

3. When seeking medical treatment

- You must notify the doctor's office that you were injured while at work and that you have filed, or will be filing, a claim for workers' compensation benefits with the state.
- Do not present your primary health insurance card for workers' compensation medical treatment. Your health insurance and workers' compensation coverage are two separate plans that do not overlap. Instead, CorVel will assign you a workers' compensation claim number that will be used to authorize/track all treatment associated with your work-related injury.
- After each office visit, the treating physician must provide a current work status to either clear you to return to regular duty, or define any work limitations you may have. You must present this work status to your supervisor and the Director of Plant Operations prior to returning to work.
- If the treating physician determines that you need to work light/modified duty, your supervisor and the Director of Plant Operations will review the work status to identify appropriate work within your limitations.
- If the treating physician determines that you need to be completely off work due to your injury/illness, it is your responsibility to communicate with your supervisor and the Director of Plant Operations on a regular basis regarding your work status.
- You must provide copies of all related office notes to the Director of Plant Operations. Due to HIPPA compliance, ONLY the Director of Plant Operations/Human Resources will store medical records related to an employee's injury on the job.

4. If you are prescribed medication

- DO NOT fill the prescription using your personal health insurance provider information. Tell the pharmacist the prescription is for a workers' compensation injury/illness and that you are employed by the STATE of TN – VOLUNTEER STATE COMMUNITY COLLEGE. If available, provide your workers' comp. claim number and advise them that our workers' compensation insurance provider is CorVel. CorVel's phone number (888-726-7835) can be provided for verification.

The State of Tennessee and the State's TPA, CorVel, reserves the right to review claims for compensability and may assign a case manager to assist an employee. Certain outpatient procedures must be pre-certified by state processes before occurring. Providers of these services know they should contact the adjuster before diagnostic testing, physical therapy, injections, surgeries, referrals, etc.

Once you file a workers' comp. claim, you are required to follow the procedures outlined in this document. Instructions provided by physicians, case managers, and Director of Plant Operations must be adhered to completely.

For questions regarding these procedures contact the Director of Plant Operations, Michelle Boyd, at 615-230-3617 or Michelle.Boyd@volstate.edu.



Your Location of Employment is

STATE TN- VOLUNTEER STATE COMMUNITY COLLEGE

Employee Injury Call Center

866.245.8588

Call to speak with a registered nurse
in the event of a workplace incident or injury.

Call 911 for Medical Emergencies



Volunteer State Community College

SUPERVISOR INCIDENT / INJURY REPORT

Supervisors must complete this report following all work-related injuries sustained by their employees. All sections must be completed as this information will be used to initiate a Workers' Compensation claim.

IMPORTANT: Remind Employee that medical treatment for work-related injuries must be authorized by the Workers' Compensation Third Party Administrator (TPA), Corvel, in order for medical expenses and/or lost time to be paid.

Return Completed Report to The Director of Plant Operations - Wood Campus Office 106J

Name of Injured Employee:	
Date and Time of Report:	
Employee Address:	
City, State and Zip Code:	
Employee Home Phone:	
Employee Work Phone:	
Date of Birth:	
Gender:	
Department/Job Title	
Hire Date:	
Date and Time of Injury:	
Time Employee Began Work on Date of Incident:	
Marital Status:	
Employee V Number:	
Employment Status (full time, part time, etc.):	
If Part Time, Number of Days Worked Per Week:	
Supervisor's Name & Title:	
Supervisor's Work Number:	
Were Medical Services Provided:	
Medical Services Provided By:	
Exact location of Incident:	
Witness Name:	
Address:	
Phone:	

In the box Below, Describe What The Employee Was Doing Right Before The Incident Occurred:

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Please Describe, In Detail, How the Incident Occurred (Continue on Supplementary Report If Necessary):

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Describe The Incident/Injury - Be Specific and Include All Body Parts Affected:

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What Object or Substance Directly Harmed The Employee?

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SUPERVISOR INCIDENT / INJURY REPORT CONTINUED

Describe unsafe actions/conditions that may have contributed to the incident:

Describe actions that will be taken to prevent future accidents/incidents:

Additional Comments:

Additional Workers' Compensation Reporting Instructions

FOR LIFE THREATENING EMERGENCIES CALL CAMPUS POLICE (3-5-9-5) AND/OR 9-1-1 IMMEDIATELY

For non-life-threatening work-related injuries: Employee or Supervisor must report injury to Campus Police. Employee must call 866-245-8588 to speak with a Corvel triage nurse. **When calling, employee must report location of employment exactly as follows: STATE TN- VOLUNTEER STATE COMMUNITY COLLEGE and the call must be made within 24 hours of incident.** If the nurse does NOT recommend medical treatment at this time: Complete the Supervisor Incident/Injury Report and advise employee to contact the Director of Plant Operations at extension 3-6-1-7 if his/her condition worsens or treatment is requested at a later date.

If medical treatment IS necessary: Complete the Supervisor Incident/Injury Report and notify the Director of Plant Operations at extension 3-6-1-7. The triage nurse will assist the employee in obtaining an appointment with an authorized workers' compensation physician.

All workers compensation appointments must be authorized by Corvel to ensure payment of medical expenses and/or lost time. Please advise employee to obtain written work status instructions from the treating physician prior to leaving appointment. The work status form must provide clear instructions regarding any limitations. Work status information must be evaluated by the Director of Plant Operations and the employee's supervisor to determine appropriate work assignments. **NOTE:** In all instances, a Supervisor Incident/Injury Report must be completed and forwarded to the Director of Plant Operations via email, Michelle.Boyd@volstate.edu, or via interoffice mail, Wood Campus, Office 106J. If you have workers' compensation questions, or questions regarding these procedures, call Michelle Boyd at extension 3-6-1-7.

Employee Signature:

Date:

Supervisor Signature:

Date:

Director of Plant Operations Signature:

Date: