WORKERS’ COMPENSATION PROGRAM
EMPLOYEE’S RESPONSIBILITIES
IN THE EVENT OF A WORK-RELATED INJURY OR ILLNESS

- Report all incidents, accidents, and injuries to your supervisor immediately. If your supervisor is not available, contact The University’s Workers’ Compensation Administrator (“WCA”).

- If necessary, you will be referred to an authorized medical provider. A list of authorized facilities can be found in the “Workers Compensation” section of the Human Resources webpage. The University’s WCA should issue authorization for referral and treatment. But, in the event of an emergency, you will be taken to the nearest medical facility.

- The University’s WCA will issue a “treatment authorization form”, and it should be given to the medical treatment facility. This document verifies that your visit has been authorized, and ensures proper billing processing. This document might not be issued in the event of an emergency.

- Complete the Employee Statement and Leave Option Form as soon as possible. This document can be found in the “Workers Compensation” section of the Human Resources webpage. The completed form must be given to your supervisor, and The University’s WCA, as soon as possible.

- You must provide all required information to CorVel’s Claims Adjuster in order to expedite your claim’s processing.

- Any absences from work related to the injury and/or illness must be authorized with a statement from the treating physician. You must provide The University’s WCA a copy of such documentation as soon as possible.

  - You must provide The University’s WCA and your supervisor immediate notice of any medical restrictions that you have been placed on as a result of the injury and/or illness.

- You must strictly adhere to any transitional duties assigned to you as part of The University’s effort to reasonably accommodate your medical restrictions.

- You must maintain The University’s WCA and your supervisor informed of any changes on your claim status.

CONTACTS
Yanis M. Quinonez, Benefits Manager/WCA, (910) 672-1825
Cindia Wetherwax, Environmental Health & Safety Professional, (910) 672-1827
Thea Credle, Director of Emergency Management & Environmental Health and Safety, (910) 672-1456