EMPLOYEE’S RESPONSIBILITIES IN THE EVENT OF A JOB-RELATED INJURY OR ILLNESS

NOTE: In the case of a life-threatening emergency, CALL 911 or go to the nearest emergency room.

- Report the injury or illness to your supervisor immediately.
- Notify Humans Resources to obtain a Medical Authorization form to take to the physician. This form will alert the physician and pharmacist to bill Worker’s Compensation for the services and prescriptions so you have no out-of-pocket expenses.
- Seek appropriate medical attention from the following authorized primary care physicians. (Take the Medical Authorization Form with you):
  - URGENT CARE CENTER (919 479-9888)
  - 3901 Roxboro Street
  - Durham, NC  27704

- Provide a detailed description of the incident and injury to your supervisor, when practicable (“Employee Statement and Leave Options” form is available from Human Resources).
- Discuss with your supervisor any results of your injury or illness that are work-related—provide the completed Medical Authorization form to your supervisor.
- Return to work as soon as your physician allows. You are needed here!
- Communicate with Human Resources about your illness/injury, any work restrictions, any return medical appointments, or treatments so that Human Resources can coordinate your leave and ensure coverage with Workers’ Compensation.

SUPERVISOR’S RESPONSIBILITIES IN THE EVENT OF THE JOB-RELATED INJURY OR ILLNESS OF AN EMPLOYEE

- Notify Human Resources immediately of the injury or illness.
- Ensure that the injured employee receives immediate and appropriate medical attention and has the Medical Authorization form. If it is life threatening, CALL 911 or have employee taken to the nearest emergency room.
- Complete the required documentation (NCIC Form 19, Employer’s Report of Injury To Employee) within 24 hours of the injury and forward it to Human Resources who will provide it to the Workers’ Compensation Administrator. The form is available from Human Resources).
- Have the employee complete a description of the accident/illness. “Employee Statement and Leave Options” form available from Human Resources.
- Correct unsafe conditions immediately.
- Welcome the injured employee back, as soon as the employee can return to work. Provide transitional duties that employee can do, if there are work restrictions.
- Discuss with Human Resources any remaining concerns regarding the injury or illness.

If you have questions about your claim, call the NCSSM Workers’ Compensation Administrator (Ms. Claire Miller, Ext. 2663).