



CorVel is the Worker's Comp
Vendor

Effective September 1, 2014

What should I do if I'm injured on the Job?

Employee Reporting Procedures

- Call 911 for all emergencies that result in serious bodily injury, and seek treatment at the nearest emergency room.
- Notify your supervisor immediately.
- Tell your supervisor what happened, how it happened, who saw what happened, and if you were injured as a result of the accident.
- If you are a witness to a work related accident where a fellow employee is injured and the involved employee cannot notify his or her supervisor, you should attempt to notify the supervisor.

What should I do if I'm injured on the Job?

Reporting Procedures

- You **and** your supervisor call the 24/7 Call Center at **1-866-245-8588**.
- Option #1 – To speak to a nurse for immediate care.
 - Supervisor will verify this is a work related injury.
 - Employee will give necessary information.
 - Registered Nurse will evaluate and determine care/treatment options.
- Supervisor sends email to judisha@apsu.edu or parkera@apsu.edu to report the injury.

Option #1 – The nurse will ask you for the following information

Information Needed to Create an Incident

- Employee First and Last Name
- Last 4 digits of the Social Security Number
- Date of Birth
- Date of Injury
- Employer Location and Department
- Supervisor name and contact # (comes from supervisor)
- Employee contact #
- Nature of Injury
- If the registered nurse recommends for you to seek immediate medical treatment, the nurse will direct you to the nearest State approved medical provider. Your supervisor will be responsible for completing the reporting process.

Option #2 – Supervisor's Responsibility

- Once the registered nurse recommends treatment, the supervisor will call the First Notice of Loss hotline back at 1-866-245-8588, and select Option #2 and answer the following:
- Full Social Security Number
- Employee Address
- Date of Hire
- Date the employer was notified of the injury
- Accident Description
- Where did the injury occur?
- Was the injury in the course and scope of employment?
- Do you question the validity of the claim?

**Supervisor
Reporting
Procedure**