Workman's Compensation

CorVel is the Worker’s Comp Vendor for the State of Tennessee
Effective September 1, 2014
What should I do if I’m injured on the Job?

- 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?

- You **and** your supervisor call the 24/7 Call Center at 1-866-245-8588.
- By calling and selecting option #1, you (the injured employee) will speak with a 24/7 registered nurse to evaluate the nature of your injury and determine immediate care or treatment options. Your supervisor will only verify that you are reporting a work related injury to the registered nurse.
- If no medical treatment is recommended, the registered nurse will document the call for you and your supervisor, and enter an incident report into the CareMC reporting system. No other action will be needed from you or your supervisor.
Option #1 – The nurse will ask for the following information:

- 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
- Supervisor emails karen.milstead@mtsu.edu and report the injury, employee name and Banner ID.
If Need for Treatment is Determined by the Nurse:

- Once the registered nurse recommends treatment, you will be directed to the nearest State approved medical provider. Next, the supervisor must call the First Notice of Loss hotline 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 emails karen.milstead@mtsu.edu and report the injury, employee name and Banner ID.

Reporting Procedure with Treatment
What to do when seeking Medical Treatment?

- Upon arrival to the medical facility, you and/or your supervisor should notify the doctor's office that you were injured while performing your job duties.
- A list of the approved panel of physicians from will be verbally provided to you by the 24/7 registered nurse.
- For prescribed pharmacy, please visit the State web page at http://www.treasury.state.tn.us/wc/index.html.
- Employees must keep the supervisor and Human Resources informed of status regarding worker’s compensation.
- You should give copies of all the paperwork issued by the treating physician to the supervisor and/or human resources department stating when you can return to work, or if follow-up visits are ordered, or when physical therapy is needed.
- All written medical documentation must be forwarded to Human Resources. Due to HIPPA compliance, ONLY Human Resources will store all medical records related to an employees on the job injury.
For additional information on the State of Tennessee Worker’s Compensation program, please visit the designated web page at http://www.treasury.state.tn.us/wc/index.html