

UAMS Workers' Compensation Telephonic Injury Reporting Hotline

EMPLOYEE CHECKLIST

INJURY OR INCIDENT WITHOUT MEDICAL TREATMENT:

- ✓ Immediately notify your supervisor.
- ✓ Complete the Employee/Student Injury and Incident Report (I&I) **Section A only**
 - Make sure forms are signed and dated
 - Access this form online (preferred) at <http://www.uams.edu/campusop/depts/ohs/forms/Accident.aspx>

INJURY OR INCIDENT WHEN MEDICAL TREATMENT IS NEEDED:

- ✓ Immediately notify your supervisor
- ✓ **IF YOUR INJURY/ILLNESS IS LIFE THREATENING, SEEK EMERGENCY CARE IMMEDIATELY. YOU WILL STILL NEED TO COMPLETE THE FOLLOWING STEPS BELOW.**
- ✓ Employees **MUST** call the **Company Nurse Injury Hotline at 1-855-339-1893** to generate the Workers' Compensation claim. Ask for assistance from your supervisor if necessary.
 - ✓ Complete the Employee/Student Injury and Incident Report (I&I). Make sure the form is signed and dated by both the employee and supervisor. Take it with you to your appointment. Please access this form online at <http://www.uams.edu/campusop/depts/OHS/>.
- ✓ Employees missing time from work (7 days or more), **MUST** call OHR at (501) 686-7083 or email WorkersComp@uams.edu for further instructions.
- ✓ Employees returning to work with restrictions **MUST** contact your supervisor and call OHR 501-686-7083 or email at WorkersComp@uams.edu

APPROVED TREATMENT FACILITIES:

The Company Nurse **WILL** refer the employee to the appropriate care facility. **YOU MUST CALL THE COMPANY NURSE INJURY HOTLINE PRIOR TO SEEKING TREATMENT, UNLESS AN INJURY/ILLNESS IS LIFE THREATENING.** UAMS is under "Managed Care", which means UAMS designates the initial treatment facility for work related injuries. If you do not go to the designated care facility, you risk your medical bill not being paid by Workers' Compensation. Referrals will be made to one of the facilities below:

- ✓ UAMS Preventative Occupational Environmental Clinic (POEM)
- ✓ UAMS Emergency Room (after 4:00 p.m. or weekends)
- ✓ UAMS Regional Program clinics or designated provider from directory



Additional information is available online @ <https://hr.uams.edu/managers/workers-compensation/>
Refer to the *Workers' Compensation Employee Q&A* document. Send inquiries via email to WorkersComp@uams.edu
or call the Office of Human Resources at (501) 686-5650.