

# Worker's Compensation "What To Do"

Below is a summary of Worker's Compensation procedures. Additional Worker's Compensation procedures and a listing of approved Urgent Care Facilities are on the Environmental Health & Safety website: [Accident Reporting](#). For incident/injury occurring after hours that requires medical attention, the employee should go to the nearest emergency room or **Call 911 for any serious injury needing immediate medical attention.**

Any student or PostDoc with an injury/incident should go to NCSU Student Health Services for medical treatment and if after hours, they should go to the nearest emergency room or call 911 for serious injury needing immediate medical attention.

All worker's compensation forms are "form fillable" and if possible, please complete online. Forms should to be submitted to CVM-HR (A wing of CVM Admin building) or emailed to [cvm-humanresources@ncsu.edu](mailto:cvm-humanresources@ncsu.edu) immediately during business hours and the next business day for after-hour incidents/injuries to ensure proper billing if medical attention is sought and to comply with OSHA reporting requirements.

**For ALL incidents, accidents, and near misses:** The following three forms must be completed:

## **First Report of Injury**

[NCSU Supervisor's First Report of Incident](#)

## **Employee Statement**

[WC Employee Statement](#)

\*\* Please note that the supervisor only signs this if they (the supervisor) filled the form out for the employee, otherwise do not sign.

## **Leave Options Form**

[WC Leave Options](#)

**If Medical Attention needed:** Complete above forms **PLUS** the Medical Treatment Authorization form: **Medical Treatment Authorization**

[Supervisors Medical Treatment Authorization](#)

\*\* Please note that this form must accompany the employee to the Urgent Care Facility/Emergency Room for completion and returned to CVM HR.

**For All injuries/incidents that involve an animal bite:** Complete above forms **PLUS** the Animal Bite Form:

## **Animal Bite Form**

*Located on the Hospital Shared Drive->SOPs & Forms->VHC Forms*

*(G:\Shared\Hospital\SOPs & Forms\VHC Forms)*

This form needs to be returned to Kelly VanDerlaske, NC State Veterinary Hospital Nursing Director.

Supervisors may report these incidents immediately to University HR via email [workerscomp@ncsu.edu](mailto:workerscomp@ncsu.edu). The supervisor will need to provide the employee's name, date of incident, and a brief description of the incident and injury (if applicable). All required paperwork must still be initiated and returned as per above direction.

Reporting to [workerscomp@ncsu.edu](mailto:workerscomp@ncsu.edu) will allow expedited assignment of a worker's compensation case number.

If you have any questions or problems you can contact CVM HR – 919-513-6526 or contact the EHS Office at [Env-Health-Occ-Safety@ncsu.edu](mailto:Env-Health-Occ-Safety@ncsu.edu) and 919-515-7915