



# APSU WORKER'S COMP PROCESS

---



# CorVel is the Worker's Comp Vendor

- ❖ Unless the injury requires an employee to seek medical treatment at an emergency room, employees need to visit a CorVel-approved doctor
  - ❖ The state will not pay for any treatment rendered by an unauthorized non-network provider.

# What should I do if I'm injured on the job?

## 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**.
  - You must call this number within 24 hours of the accident.
- 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 should email [banel@apsu.edu](mailto:banel@apsu.edu) or [humanresources@apsu.edu](mailto:humanresources@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 #
- 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



**Supervisor  
Reporting  
Procedure**

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



For questions, please call human resources  
at (931) 221-7177 or by email at  
[humanresources@apsu.edu](mailto:humanresources@apsu.edu)

---