



TENNESSEE BOARD OF REGENTS

Workers' Compensation

How To Report An Employee Injury

Employee Reporting Procedures

What should an employee do if he/she is injured on the job?

- Call 911 for all emergencies that result in serious bodily injury, and seek treatment at the nearest emergency room.
- Notify supervisor immediately.
- Inform supervisor of what happened, how it happened, who saw what happened, and if an injury occurred as a result of the incident.
- If an employee is a witness to a work related accident in which an injury occurred and the involved employee cannot notify his/her supervisor, the employee should notify the injured employee's supervisor immediately.



- The employee and supervisor call the 24/7 Call Center @ 1-866-245-8588.
- Select Option #1 to speak to a nurse for immediate care.
 - The nurse will collect the needed information from the supervisor.
 - The nurse will ask the supervisor to hand the employee the phone and leave the room.
 - The employee will give the nurse the necessary information.
 - The nurse (RN) will evaluate and determine care/treatment options.



- Option #1 – The nurse will ask 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
 - Employee contact telephone number
 - Nature of Injury
 - If the nurse recommends care/treatment, the employee will pick one of the providers from the institution's preapproved panel.



Supervisor's Responsibility

- Once the nurse recommends care/treatment, the supervisor is required to call the First Notice of Loss hotline at 1-866-245-8588 and select Option #2.
- Supervisor will be asked to answer the following questions:
 - Employee's full name
 - Full Social Security Number
 - Employee's address
 - Date of Hire
 - Date the supervisor/employer was notified of the injury
 - Description of the accident
 - Location of the accident
 - Was injury in the course and scope of employment
 - Is there any reason to question the validity of the claim
 - Report the injury to HR and confirm First Notice of Loss was filed

