

# STEPS TAKEN WHEN THERE IS AN INJURY OR ILLNESS AT UTK

## EMPLOYEE

- Ensure they receive medical attention.
- Call **911** to summons Rural Metro or UT Police at **974-3111** if the accident or illness is serious. An ambulance will be dispatched to transport the worker to a hospital.
- For non-serious injuries or illnesses the employee must notify their supervisor. The employee and supervisor will call UT's Worker's Compensation administrator (CorVel) at: **866-245-8588**

The employee and supervisor select the option to speak with a nurse for immediate care. The nurse will direct the employee to a nearby healthcare provider.

The supervisor shall call **866-245-8588** and select the option for first notice of loss reporting the day following the accident.

Additional information about Workers Compensation coverage can be found at: <http://treasury.tn.gov/wc/>

The injured/ill employee may be transported by self, co-worker or ambulance.

## STUDENT

- Ensure they receive medical attention.
- Call **911** to summons Rural Metro or UT Police at **974-3114** if the accident is serious. An ambulance will be dispatched to transport the injured student to a hospital.
- For non-serious injuries or illnesses the student can be treated at or by:
  - a. Student Health  
Mon.-Fri., 8AM and 4:30PM  
except Wed., which is 9AM to 4:30PM.
  - b. UT Medical Center Emergency Room.
  - c. Their medical provider.The injured/ill student may be transported by self, acquaintance, or ambulance.

A Report of Occurrence form should be completed and submitted to the Risk Management Office (**865-974-5409**) or <http://riskmanagement.tennessee.edu>.

Information on Student Health Insurance can be found by contacting Student Health at **865-974-3135** or the website: [http://studenthealth.utk.edu/insrec\\_studentinsurance.php](http://studenthealth.utk.edu/insrec_studentinsurance.php).

## VISITOR

- Ensure they receive medical attention.
- Call **911** to summons Rural Metro if the injury or illness is serious. An ambulance will be dispatched to transport the individual to a hospital.
- For non-serious injuries or illnesses the individual should seek care as directed by their healthcare provider.

The injured/ill visitor may be transported by self, acquaintance, or ambulance.

Notify UT Police (**974-3114**) and Risk Management (**974-5409**).

