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

## 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).

## 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/](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](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).

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**www.ehs.utk.edu**

865-974-5084

**ENVIRONMENTAL HEALTH & SAFETY**