



WORKERS' COMPENSATION PROGRAM

I understand that if I have an accident at work I am to follow the instructions below:

- 1) Contact my supervisor to report the injury and notify my Human Resources Office
 - a. Tell my supervisor exactly what happened, how it happened, witnesses to the incident, and whether I was injured as a result of the incident. If I witness a work-related incident where a fellow employee is injured and cannot notify his or her supervisor, I should notify the supervisor for him or her. This may be as simple as calling the supervisor to report that an incident occurred resulting in injury or sending an email reporting the incident to the supervisor.
- 2) Regardless of whether or not I plan to seek medical attention, I must call the Workplace Injury & First Notice of Loss Call Center at 1-866-245-8588, option #1, immediately after the occurrence of an incident.
 - a. Except in the cases of emergency, I should file a claim with CorVel, State of Tennessee's Workers' Compensation Third Party Administrator, prior to seeking medical attention.
- 3) It is my responsibility to communicate with HR regarding any possible job related injury and that I must contact HR immediately should I begin missing work due a work-related injury.
 - a. If the workers' comp physician takes me off work, I may qualify for temporary total disability benefits until my return to light or full duty. I understand that if my workers' comp doctor does not take me off work, and I wish to take personal days off that I must use my own accumulated leave or be on leave without pay for those days.

Failure to follow these procedures may lead to a delay or denial of services and/or compensation provided by CorVel.

Signature*

Date

* By acknowledging this policy via the Edison system, I agree that my acknowledgement is the equivalent to my handwritten signature.