

Steps to Reporting an Injury

If you experience an injury while working at Erlanger Murphy Medical Center or one of our other facilities, these are the steps you should take to report an injury:

Report your injury immediately to your supervisor, **NO MATTER** how big or small, **REPORT IT!**

1. Complete the EAR (Employee Accident Report) Form or “pink” form.
 - a. These “pink” forms are available in every department, or can be found on the Erlanger Murphy Medical Center intranet in Policy Stat under Employee Accident/Injury Policy and is located in the attachment link and can be printed out.
 - b. You have up to **48 hours** to report the injury, or the disciplinary process may be initiated. (It is recommended that you get the form to Corporate Health Services within 24 hours, **NO MORE** than **48 hours** after the occurrence of the injury)
 - c. The EAR forms are used to track injury information for OSHA standards. Most importantly, they are a tool used to help the employee when an injury has occurred. The EAR forms are beneficial to you. These forms do not go into your personnel file, and you cannot be fired for filling out one of these forms.
2. Report the injury to Corporate Health Services at **828-541-3609**
 - a. If the injury occurs while the Corporate Health staff is working, they will assess the severity of the injury and direct you to the emergency department or urgent care for further evaluation. If due to the severity of the injury, you are directed to the emergency department, the corporate health staff member will meet you there. Less severe injuries requiring attention will be sent to the urgent care.
 - b. If the injury occurs at a time when the Corporate Health staff is unavailable, the House Supervisor will assess the injury and determine if any immediate treatment is necessary and direct you to the necessary department

If you have any questions regarding worker’s comp issues, contact the **Corporate Health Office at 828-541-3609**

Worker’s Comp Facts

All Injuries are reported to **Corporate Health Services**

If you are injured at work, you **should not** seek medical attention on your own. If you do so, chances are you will **not** be covered by Worker’s Comp, your claim will be denied and therefore you will be responsible for your bill.

In North Carolina, the employer and Worker's Comp provider can direct medical care for work related injuries. If you are injured on the job, and your claim is accepted, Worker's Comp will cover all authorized medical treatment,

*****Failure to comply with specified medical instructions may jeopardize payment of any worker's comp benefits. This will ultimately result in your claim being closed, therefore making you responsible for your medical bills.*****

All medical appointments are to be made by the **Corporate Health staff**: Initial visits or follow up.

If you continue to have problems after you have been assessed by the medical provider, contact **Corporate Health**. Please **DO NOT** contact the medical provider yourself for appointments, prescriptions, light duty work or other orders.

If you are put on light duty, you will remain in your department unless there is no light duty work available. In this case, you can be moved to another department to work until your light-duty is completed.

If for whatever reason, you are unable to keep a scheduled appointment (medical, PT, etc), contact the **Corporate Health Office** to make other arrangements.

If your injury causes you to be out of work, **PDO's** may need to be used for missed work during the **first 7 calendar days**. After the **first 7 calendar days** of missed work, you are entitled to compensation. Full benefits will continue to be paid until you are released by an authorized physician to return to work: light duty or full duty. Worker's comp payment is 2/3 of your average weekly salary, untaxed.

All "missed work" must be authorized by an authorized physician for it to count towards compensation benefits.