What to do in the Event of a Work-Related Injury / Illness

**Incident Occurs**

If a true medical EMERGENCY, Employee is transported to the ED in the facility where the incident occurred or the nearest Emory Hospital Emergency Department. Employee should contact the Occupational Health nurse practitioner on call at PIC # 50464 as soon as possible.

**During Office Hours**

Mon–Fri  7:00 AM – 4:00 PM  
(Non-Emergent Care)

Contact Occupational Injury Management (OIM)
EUH (404) 686-8587 Room HB 53
EUHM (404) 686-2352 WW Orr Bldg 6th floor
WWC (404) 686-2352

Employee completes an Employee Incident Report on Self-Service (E-Vantage/PeopleSoft) and Reports to OIM

The Occupational Health Nurse Practitioner (OHNP) evaluates the incident and provides initial treatment or

The employee may select a physician from the WC Panel of physicians.

If a panel physician is chosen, OHN will facilitate the initial appointment and manage the case during treatment.

The OHN will also communicate with the employee’s supervisor regarding work status of the employee.

**After Office Hours**

After 4:00 PM, weekends and holidays  
(Non-Emergent Care)

Contact the Administrative Nursing Supervisor (ANS)
EUHM:  PIC #11917  EUH:  PIC #13084
WW 404-728-6200  
TEC, ECC, & Satellites (including EUOSH) contact OHNP on-call PIC # 50464

Employee completes an Employee Incident Report on Self Service (E-Vantage/PeopleSoft).

Employee follows-up with OIM the next business day.

The ANS will refer employee to ED for treatment if indicated, and may also contact OHNP on-call

ED refers employee back to OIM for follow-up the next business day.

OHNP or OHN will follow-up with employee the next business day

OHN or OHN communicates work status to supervisor

**Minor Injury, Not Requiring Treatment**

Employee completes an Incident Report on STARS
Employee notifies supervisor of the incident.

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OIM:  
Occupational Injury Mgmt Department  
OHNP – Occupational Health Nurse Practitioner  
OHN – Occupational Health Nurse

Emory University Hospital Midtown  
Phone (404) 686-2352  
Fax (404) 686-4938  
WW Orr Bldg, 6th floor

Emory University Hospital  
Phone (404) 686-8587  
Fax (404) 727-5405  
Room HB 53

Wesley Woods Center  
Phone (404) 686-2352 Fax (404) 686-4938  
Administration Bldg, 1st floor

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For Questions/Problems,  
Contact Occupational Health Nurse Practitioner On-Call (404) 686-5500  
PIC# 50464

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