

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

**Employees have a right and are encouraged to report ANY workplace injury, illness or exposure without discrimination.**

**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 on call Advanced Practice Provider at PIC # 50464 **as soon as possible**.

**During Office Hours:**  
Mon–Fri 7:30 AM – 4:00 PM  
(Non-Emergent Care)

Contact Occupational Health Services (OHS) at **404-686-8587, option 4**.  
Employee completes an **Employee Incident Report on Self-Service (E-Vantage/ Workplace Health/ HOME/ Report Initial Work Injury or Exposure) and Reports to OHS**

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

Employee completes an **Employee Incident Report on Self Service (E-Vantage/ Workplace Health/ HOME/ Report Initial Work Injury or Exposure)**

Employee follows-up with OHS the next business day.

Contact the on-call APP at 404-686-5500  
PIC # 50464 for questions/concerns.

The Advanced Practice Provider (APP) evaluates the incident and provides initial treatment **OR**

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

The on-call APP will refer employee to ED for treatment, if indicated.  
ED refers employee back to OHS for follow-up the next business day.

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

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

APP or NCM will follow-up with employee the next business day  
APP or NCM communicates work status to supervisor

**Minor Injury Not Requiring Treatment**

Employee completes an Incident Report on Self-Service (E-Vantage/ Workplace Health/ HOME/ Report Initial Work Injury or Exposure)  
Employee notifies supervisor of the incident.

**Abbreviations:**  
OHS- Occupational Health Services  
APP - Advanced Practice Provider  
NCM - Nurse Case Manager

### Occupational Health Services Locations

- Emory Johns Creek Hospital:  
404-686-8587, option 4  
MOB, Suite 303
- Emory University Hospital:  
404-686-8587, option 4  
OHS D-Wing, 2nd Floor
- Emory University Hospital Midtown:  
404-686-2352  
OHS W.W. Orr Building, 6th Floor
- Emory Saint Joseph’s Hospital:  
678-843-7174  
OHS 5th Floor - South
- Emory Ortho and Spine Hospital:  
404-251-3075  
1<sup>st</sup> floor, HR suite
- Emory Decatur Hospital:  
404-501-5575  
OHS 1<sup>st</sup> floor  
Monday - Friday, 7 a.m. – 3:30 p.m.
- Emory Hillandale:  
404-501-8184  
OHS Administration Hallway  
Monday - Friday
- Emory Long Term Acute Care:  
404-501-5784  
OHS

**For Questions/Problems,  
Contact The On-Call  
APP @ (404) 686-5500  
PIC# 50464**