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) See below for contact information by facility

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

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

Employee follows-up with OIM the next business day.

Contact the OHNP on-call at PIC # 50464 for questions/concerns.

The OHNP on-call will refer employee to ED for treatment, if indicated. 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 OHNP or OHN communicates work status to supervisor

**Minor Injury, Not Requiring Treatment**

Employee completes an Incident Report on Self – Service (E-Vantage/Peoplesoft) Employee notifies supervisor of the incident.

**For Questions/Problems, Contact Occupational Health Nurse Practitioner**

On-Call (404) 686-5500 PIC# 50464

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