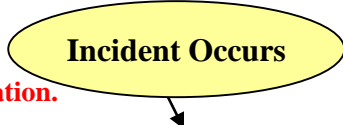


What to do in the Event of a Work-Related Injury / Illness

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



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 Advanced Practice Provider (APP) on call at PIC # 50464 as soon as possible.

During Office Hours
Mon–Fri 7:30 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 --
Workplace Health Tile found in
Ugh/Ugt xlee/PeopleSoft
and Reports to EH/OIM

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

Employee completes an Employee Incident Report
on Self Service-- Workplace Health Tile found in
Ugh/Ugt xlee/Peoplesoft

Employee follows-up with OIM the next business day.

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

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

If a panel physician is chosen, the OIM Nurse
Case Manager will facilitate the initial
appointment and manage the case during
treatment and will also communicate work status
with the employee's supervisor.

OIM Staff will follow-up with employee
the next business day
OIM Staff communicates work status to supervisor

Minor Injury, Not Requiring
Treatment

Employee completes an Incident Report on
Self -Service---- Workplace Health Tile in
Ugh/Ugt xlee/Peoplesoft
Employee notifies supervisor of the incident.

- OIM Locations:**
Occupational Injury Mgmt Department
- Emory University Hospital Midtown**
 Phone (404) 686-8587 Fax (404) 686-4938
 WW Orr Bldg, 6th floor
- Emory University Hospital**
 Phone (404) 686-8587 Fax (404) 727-5405;
 2nd floor, D wing, D219
- Saint Joseph's Hospital**
 Phone (404) 686-8587 Fax (678) 843-5172
 5th floor - South
- Emory Johns Creek**
 Phone (404) 686-8587 Fax (678) 474-7736
 MOB, Room 303

**For Questions/
 Problems, please contact
 OIM APP On-Call (404)
 686-5500 PIC# 50464**