Workers Compensation Instructions
If you are injured on the job:

1. Report the accident to your supervisor immediately and contact Human Resources at 910-521-6279 and Environmental Health & Safety at 910 521-6792.

2. If your injury/accident is not an emergency, complete the necessary forms (Employee Incident Report, Injury Data Collection Form and Supervisor Incident Report) and submit to Human Resources immediately. Forms can be found at http://www.uncp.edu/about-uncp/administration/departments/human-resources/forms

3. If medical treatment is required, the Workers Comp Administrator will contact the appropriate medical facility and forward you a workers compensation authorization for medical treatment form to take with you to be treated.

4. If it is after 5:00 PM Monday through Friday or on the weekend, then promptly go to one of the following facilities and have your supervisor report your injury to Human Resources on the following business day:

   Clinic/Doctor: Scotland Occupational Health Works
   Address: 500 Lauchwood Drive, Laurinburg, NC 28352
   Phone #: (910) 291-7680

   Clinic/Doctor: Southeastern Occupational Health Works
   Address: 725 Oakridge Blvd., Lumberton, NC 28358
   Phone #: (910) 272-9675

   Clinic/Doctor: Southeastern Regional Medical Center
   Address: 300 W. 27th Street, Lumberton
   Phone #: (910) 671-5000 (EMERGENCIES or AFTER HOURS ONLY)

Medical care obtained without permission will be at your own expense.

RETURN MEDICAL NOTES TO HUMAN RESOURCES IMMEDIATELY FOLLOWING YOUR MEDICAL TREATMENT.