

Workers Compensation Instructions

If you are injured on the job:

Report the accident to your supervisor immediately and contact the Workers Compensation Administrator in the Office of Human Resources at (910) 521-6279 and Environmental Health & Safety at (910) 521-6792.

If your injury / accident is not an emergency, complete the necessary forms Employee Incident Report Form, and Supervisor Incident Investigation Report Form and submit to accidentreporting@uncp.edu within 24 hours of the injury / accident.

If medical treatment is required, the Workers Compensation Administrator will contact the appropriate medical facility to provide authorization for you to be treated along with information to file a workers compensation claim. The Employee Incident Report Form and the Supervisor Incident Investigation Report Form must be completed upon your return and forwarded to accidentreporting@uncp.edu.

Follow the physician's plan of treatment, including prescriptions, referrals, and follow-up appointments. Provide written documentation updates to your supervisor regarding your medical treatment and work restrictions. Always comply with medical and work restrictions.

If it is after 5:00 PM, Monday through Friday or on the weekend, promptly go to one of the following medical facilities and have your supervisor report your injury to the Workers Compensation Administrator on the following business day:

Facility - Scotland Memorial Hospital
Address - 500 Lauchwood Drive, Laurinburg, NC 28352
Phone # - (910) 291-7000

Facility - UNC Health Southeastern
Address - 300 West 27th Street, Lumberton, NC 28358
Phone # - (910) 671-5000

All accidents and injuries regardless of how minor must be reported, and an Employee Incident Report Form and a Supervisor Incident Investigation Report Form must be completed and submitted to accidentreporting@uncp.edu. Forms can be found on the Office of Human Resources website under forms and Environmental Health and Safety website under Accident Reporting.

Submit all medical notes to the Workers Compensation Administrator in the Office of Human Resources immediately following your medical treatment.