

# Workers' Compensation: What to Do in Case of a Work-Related Injury

## Appendix E – Edited for DEQ Divisions DMF & DCM

### Employee's Responsibilities

1. Report all injuries to your supervisor immediately and no later than 24 hours from the time of injury.
2. Obtain a Medical Authorization Form from your supervisor to take to the physician.
3. Seek appropriate medical attention from the authorized medical facility listed in the Preferred Provider List, or as directed by your agency's Workers' Compensation Administrator (WCA), unless it is a life-threatening injury.
4. You must follow all medical restrictions, as your recovery is a major concern to your agency/division.
5. Return to work after your medical treatment unless your authorized physician provides you with a written authorization prohibiting your return to work.
6. All medical notes given to you by the authorized treating physician must be given to your supervisor within 24 hours for submittal to the WCA.
7. Provide all out-of-work, return-to-work, and/or any other restriction orders from the authorized treating physician to your supervisor within 24 hours.
8. Provide the NC Employee's Incident Report and Leave Option Form to your supervisor within 24 hours of the injury.
9. Follow any transitional duty assigned to you as a part of your agency/university Return-to-Work Program.
10. Follow safe work practices!
11. If you have questions about your claim, call your Worker's Compensation Administrator (WCA).

**IMPORTANT:** In the case of a life-threatening emergency, dial 911!  
Notify your Human Resource Representative immediately in catastrophic cases, amputations, loss of one or both eyes, or hospitalization of any worker.

### Supervisor's Responsibilities during an Employee's Job-Related Injury or Illness

1. Ensure that your injured employee receives immediate and appropriate medical attention.
2. Provide transportation for the initial visit.
3. Direct your employee to the closest **authorized** medical facility in your area as listed in the Preferred Provider List, unless it is a life-threatening injury.
4. Provide the employee with a Medical Authorization Form to take to the physician at each visit.
5. Report the injury immediately to your agency WCA in your division HR.
6. The supervisor must send the Supervisor Incident Report, Employee Incident Report, and Witness Incident Report to your division HR WC Administrator within 72 hours.
7. Conduct the incident investigation to determine the cause of the accident, and correct unsafe conditions immediately.
8. Communicate with injured employees to ensure that their needs are met. If the employee is out of work, make contact weekly.
9. Assign transitional duty work when employee is medically able to return to work according to release instructions.

**NOTE:** Be Proactive! Prior to injuries; identify the authorized Urgent Care facilities in your area.  
<https://caremc.com/caremcwebmvc/account/login>

### Supervisors/Employees:

***If the incident is considered a near hit or results in property damage or any other incident not involving injury/illness, it is not necessary to complete the forms with a prefix of WC. The three incident investigation forms are required to be completed and submitted to your division HR for appropriate distribution.***