Injured or Ill Employee (staff, faculty, or student worker on-the-clock)  
In the event an employee is injured or becomes ill:

1. Ensure they receive medical attention.

2. Call 911 to summons Rural Metro or UT Police at 974-3111 if the accident or illness is serious. An ambulance will be dispatched to transport the worker to a hospital.

3. For non-serious injuries or illnesses the employee must notify their supervisor. The employee and supervisor will the call UT’s Worker’s Compensation administrator (CorVel) at: **866-245-8588**

   The employee and supervisor select the option to speak with a nurse for immediate care. The nurse will direct the employee to a nearby healthcare provider.

   The supervisor shall call **866-245-8588** and select the option for first notice of loss reporting the day following the accident.

Additional information about Workers Compensation coverage can be found at:

**http://treasury.tn.gov/wc/**

The injured/ill employee may be transported by self, co-worker or ambulance.
Injured or Ill Student

1. Ensure they receive medical attention.
2. Call 911 to summons Rural Metro or UT Police at 974-3114 if the accident is serious. An ambulance will be dispatched to transport the injured student to a hospital.
3. For non-serious injuries or illnesses the student can be treated at or by:
   a. Student Health between 8 a.m. and 4:30 p.m. Monday through Friday, except Wednesday which is 9 a.m. to 4:30 p.m.
   b. UT Medical Center emergency room.
   c. Their medical provider.

The injured/ill student may be transported by self, acquaintance, or ambulance.

A Report of Occurrence form should be completed and submitted to the Risk Management Office (phone number 865-974-5409) or http://riskmanagement.tennessee.edu.

Information on Student Health Insurance can be found by contacting Student Health at 865-974-3135 or the website at: http://studenthealth.utk.edu/insrec_studentinsurance.php.

Injured or Ill Visitor

1. Ensure they receive medical attention.
2. Call 911 to summons Rural Metro if the injury or illness is serious. An ambulance will be dispatched to transport the individual to a hospital.
3. For non-serious injuries or illnesses the individual should seek care as directed by their healthcare provider.

The injured/ill visitor may be transported by self, acquaintance, or ambulance.

Notify UT Police (974-3114) and Risk Management (974-5409).