

PROCEDURES FOR WORK RELATED INJURIES

- 1) For **non-life-threatening** injuries or illnesses, in which medical treatment may be necessary, the supervisor and injured employee together will **immediately** call CompEndium Services (**available 24/7**) at **877-709-2667** to report the injury. If a supervisor is not available, another supervisor or HR Contact may assist the injured employee with this process.

Note: In case of a life-threatening injury or illness, dial 911 or go to the nearest emergency room and contact your supervisor and CompEndium as soon as possible.

- 2) CompEndium will assist in processing and scheduling the employee's work-related injury for treatment and claims handling with the university's insurance provider.
- 3) **CompEndium will direct the injured employee to a medical provider for treatment.** They will also issue a treating authorization number to the medical provider, which will authorize treatment of the injured employee.
- 4) The injured employee will complete the [Employee Injury Report Form \(81-B\)](#) and the supervisor will complete the [Supervisor Report of Injury Form \(81-C\)](#). These completed forms are required to be faxed to CompEndium at **877-710-2667** **AND** emailed to the Central Benefits Office at workerscomp@mailbox.sc.edu.