

Wesley Woods Senior Living, Inc.

What To Do in the Event of a Work-Related Injury

Incident Occurs

IN THE CASE OF A MEDICAL EMERGENCY,
Supervisor accesses the facility medical emergency plan.
Employee is transported to the nearest Emergency Department for treatment.

Facility administrator and Nurse Case Manager, Connie Wilbanks, (404) 686-7780 OR (404) 686-5500 ID 12208) Occupational Injury Management, are notified of the incident and status of employee.

An Emory Employee Healthcare incident report is completed and faxed to the Nurse Case Manager at (404) 686-4938. NCM will contact the employee to schedule follow-up care with selected panel physician.

IF NON-EMERGENT INJURY

During Office Hours (Monday – Friday, 8:00AM – 4:30PM)

Employee notifies supervisor of injury and completes an Emory Employee Incident Report which is faxed to the Nurse Case Manager (NCM) at (404) 686-4938.

If medical care is needed or requested, employee contacts the NCM to discuss physician selection from the workers' compensation panel of physicians. NCM facilitates the initial appointment and manages the case during treatment. All medical forms must be faxes to the NCM.

IF NON-EMERGENT INJURY

After Office Hours (After 4:30 PM, weekends, and holidays)

Employee immediately notifies supervisor of the incident. Employee Incident Report is completed and faxed as above. Employee reports to Emergency Department, if needed, or may be seen by physician selected from workers' compensation panel of physician posted in the facility. NCM is notified and manages care during treatment.

FOR MINOR INJURIES NOT REQUIRING TREATMENT

Employee notifies supervisor of the incident. An Employee Incident Report should be completed and faxed to NCM, Occupational Injury Management Department at 404-686-4938. Employee should notify supervisor of the incident.

- ❖ Employee Incident Reports may be obtained online, from the supervisor, or Occupational Injury Management. It is **VERY IMPORTANT** the form be completed immediately and faxed to the Occupational Injury Management Department at (404) 686-4938, Attention: Connie Wilbanks.

FOR QUESTIONS OR CONCERNS, PLEASE CALL 404-686-7780.