

Employee Procedure Information for Workers' Comp

If you are injured while on the job, you **must** report the injury in order for it to be considered under worker's compensation. Here are the steps you will need to take:

1. Give your supervisor all the information regarding the accident so the appropriate paperwork can be completed. You may make an employee's statement on a separate sheet of paper if you wish, but you are not to fill out your own workers' comp forms.
2. You will be asked go to Haywood Regional Urgent Care/Occupational Health Center at **55 Buckeye Cove Road, Canton, NC 28716 (828)648-0282**.
3. When you go to the clinic, take with you a copy of the WC Authorization/Physician's Report form provided to you by your supervisor or workers' comp designee. At the time of your accident, authorization for your treatment will be called in to the provider by the Workers' Comp Administrator in Human Resources at Central Office.
4. When you arrive, give the medical provider your name and work location. Please remind them that this is a work-related injury. **Do not** give them your SHP health insurance card for information.
5. Upon return from your doctor visit or treatment, any work status reports should be given to your supervisor or the workers' comp designee for your location. All referrals to other physicians must be made by Haywood Regional Occupational Health Center and approved by the workers' compensation insurance carrier.
6. Your accident forms will be filed with **Sedgwick** or **Prescient National**, our Third Party Administrators. Your claim will be assigned to an adjuster. The adjuster will complete an investigation. If the investigation concludes that your injury meets the criteria established by state law, you will receive all benefits to which you are entitled under the Workers' Compensation Act. If their investigation discloses a non-covered injury, you will be notified in writing of the denial.
7. The Workers' Comp Administrator will send you a copy of the completed Form 19 and a blank Form 18 for you to fill out and submit to the North Carolina Industrial Commission.