

Employee and Safety Representative (or Designee) Actions

Employee: Report any work-related injury or illness immediately to their direct supervisor.

(Note: Failure to promptly report injuries or illnesses may result in delay or loss of workers' compensation benefits).

Non-emergency: If the employee is not transferred for emergency care, employee should contact their supervisor and safety to facilitate transport to Health Services (HS) for evaluation and submittal of a Medical Incident Report (MIR) to the Insurance Administrator for filing of a First Report.

Safety Representative or Designee: If an employee is transported for emergency care, the following information should be relayed to HS/Insurance Administrator for filing of a MIR and/or First Report.

- ▶ Employee full name
- ▶ Employee date of birth
- ▶ Employee social security number
- ▶ Employee home address
- ▶ Employee phone number
- ▶ Employee email address
- ▶ Employee date of hire
- ▶ Employee occupation description
- ▶ Date of injury
- ▶ Time of injury
- ▶ Time employee began work on date of injury
- ▶ Description of incident

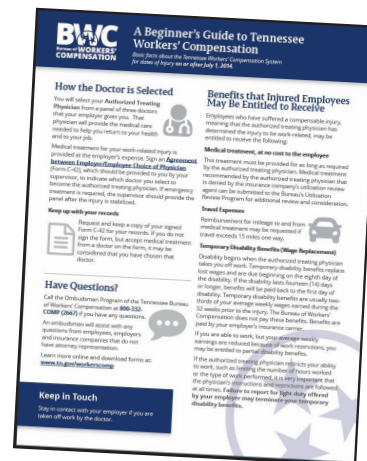
Insurance Administrator Actions

- Receive MIR or separate information
- File a First Report with insurance carrier
- Provide HS with case number assigned by insurance carrier

Insurance Carrier will reach out to employee for further information and to provide the required list of providers.

For Additional Employee Information

Please refer to "A Beginner's Guide to Tennessee Workers' Compensation," available via scanning the QR code below.



UCOR Contact

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