

## 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

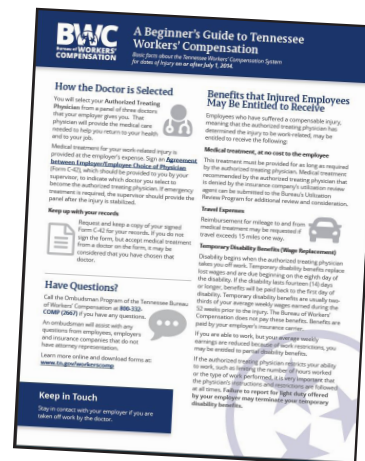
## Insurance Administrator Actions

- 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

**Misty C. Bittle, STSC**  
Insurance/Workers' Compensation Administrator  
Phone 865 574-5706  
Email [misty.bittle@orcc.doe.gov](mailto:misty.bittle@orcc.doe.gov)