A Quick Reference: On-the-Job Injuries

- Tell your supervisor about the injury immediately.
- Get immediate medical attention. You must receive treatment at the designated medical center for your campus unless the nature of the injury dictates otherwise.
- Tell the doctor you were injured on the job.
- As soon as possible, complete an Employee Injury Report and give it to your supervisor.
- Give your supervisor any statements you receive from your doctor concerning your condition, or your return to work status.
- If your doctor says you must miss work due to the injury, complete a Workers' Compensation Benefits Election form at the bottom of the Employee Injury Report, stating whether you want to use annual leave and/or sick leave, or receive Workers' Compensation.
- For more information, e-mail or call the Workers' Compensation Coordinator in the Benefits Office at 803-777-6650, or contact the Human Resource office on your campus.

Supervisors
All paperwork should be copied to Dr. Harries and Nancy Bové for department records

Receiving Medical Treatment
You must receive medical treatment for work related injuries at the medical facility designated for your campus.

USC Columbia
Thomson Student Health Center behind the Russell House, Greene Street

If the injury occurs when the designated facility is closed, or if the injury is serious, you should go to the nearest emergency room.

Once treatment has begun, you may not see a new doctor unless you are referred by the original treating doctor, or with the approval of the State Accident Fund.