

**Reporting Work Related Injuries**  
I was hurt while working on the job...  
**What should I do now?**

- **Immediately** Report **ALL** Work Related Injuries to your **Supervisor**.
- For treatment go to the new **Center for Health and Well-Being (next to TSHC)** at 1401 Devine Street Columbia, SC 29208. Phone 803-777-3175
- For injuries that occur Before/After normal business hours proceed to **Palmetto Health Hospital** or the nearest emergency room.  
Call 911 in case of a life threatening emergency.
- **The supervisor and injured worker together** will call **CompEndium Services** immediately after at **877-709-2667**. Once the process is completed you will be given a case number for future reference.
- Immediately contact the EH&S Employee Safety Manager, Buddy Harley, at 803-528-8191. Buddy will coordinate any incident reporting, if required, to SC OSHA.

**For any fatality that occurs within 30 days of a work-related incident, the university must report the event to SC OSHA within 8 hours of finding out about it.**

**For any in-patient hospitalization, amputation, or eye loss that occurs within 24 hours of a work-related incident, the university must report the event within 24 hours of learning about it.**

- Once treated, follow all medical orders and keep all scheduled appointments.
- Provide your Supervisor with a copy of all Return to Work documents or notify them if directed not to return to work.

**Submit Forms To**

**HR\_Office (WC req.)**

- \* Employee Injury Report
- \* Supervisor Report
- \* Physician's Statement

**Safety\_Office\_(OSHA req.)**

- \* Accident Investigation Report

## **New Medical Case Management**

Effective January 1, 2018, the Division of Human Resources has partner with CompEndium Services Inc., Inc., to provide medical case management services for our employees who are injured at work. This means that injured employees and their supervisors can expect faster claims processing and referrals to medical treatment. CompEndium Services is a telephonic medical management company that is able to review reports 24 hours a day/7days a week.

For non-emergency injuries, **the supervisor and injured worker together** will call CompEndium Services immediately at **877-709-2667**. In the case of an Emergency, dial 911 or go the nearest Emergency room and then contact your supervisor. Your supervisor will contact CompEndium so they are aware of your injury.

Questions regarding workers' compensation or reporting procedures should be directed to: **Scherilyn Lewis, Workers' Compensation Administrator.**

**Scherilyn may be reached by phone at 803-777-6650 or by email at [slewis@mailbox.sc.edu](mailto:slewis@mailbox.sc.edu).**

