

I was hurt while working on the job....

What should I do now?

- Go to the Thomson Student Health Center (TSHC)*, located behind the Russell House at 1409 Devine Street, Columbia, South Carolina 29208, phone (803) 777-3957. If the TSHC is not open, call 911 or proceed to the nearest emergency room and contact USC's Workers' Compensation Coordinator (WCC) as soon as possible at (803) 777-6650.
***Note: The Thomson Student Health Center only treats faculty and staff in the event of a suspected on-the-job injury.**
- Notify your supervisor of the injury as soon as possible and provide him/her with a copy of the Employee Injury Report, which you will complete at the time of your initial treatment.
- Once treated, follow all medical orders you receive.
- Keep all scheduled appointments.
- If you are provided a prescription for medication(s), fill the prescription at the Thomson Student Health Center pharmacy or your regular pharmacy. Tell the pharmacist that a Workers' Compensation claim has been filed, as all medication bills must be processed through the vendor, Corporate Pharmacy Services.
- Take prescribed medication(s) as directed.
- If you are directed to return to work (with or without restrictions), provide your supervisor with a copy of the Return to Work document, which you will receive from the treating facility.
- If you are directed **not** to return to work, contact USC's WCC at (803) 777-6650 and inform your supervisor of your work status. When the doctor directs you to return to work, you will need to provide your supervisor with a medical slip releasing you to work.
- If you are unable to work for three or more days, you may be eligible to apply for leave under the Family Medical Leave Act (FMLA). Contact the Human Resources Contact within your department to determine eligibility and with other questions regarding FMLA. Please keep your supervisor informed of your work status during any approved FMLA period.
- If the TSHC refers you to another facility for further medical services, follow up in five days with the TSHC Referral Coordinator at (803) 777-3666 for appointment place, date and time.
- The University of South Carolina's Workers' Compensation carrier is the State Accident Fund (SAF). Subsequent to your initial treatment, obtain prior authorization from the SAF or USC's WCC for **non-emergency** services related to your Workers' Compensation claim. Otherwise, you may be responsible for payment resulting from unauthorized services.
- For assistance with your claim or other questions concerning the University's Workers' Compensation program, call USC's WCC at (803) 777-6650.

This information is not a substitute for medical care. Always follow your medical provider's instructions.



UNIVERSITY OF
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Human Resources