

WORKERS' COMPENSATION

WHO IS ELIGIBLE

If an injury occurs on the job performing duties within the scope of your position you are covered under workers' compensation. This applies to anyone on Charleston Southern University's payroll including student employees.

WHAT TO DO

If an injury occurs please follow these procedures:

Step 1: The injured employee must contact the HR/Payroll Office at 843-574-5836. If the injury is not serious, the employee will proceed to the HR/Payroll Office to fill out a First Injury Report before going to the doctor. If the injury is serious, the employee will be advised to go to Concentra Medical Center for treatment, and once treated will need to return to the HR/Payroll Office to complete the First Injury Report. The HR/Payroll Office will notify Concentra Medical Center that the injured employee is on the way. **Concentra will not treat the employee without authorization from the HR/Payroll Office.**

IT IS IMPORTANT TO FILL OUT THE FIRST INJURY REPORT TO ENSURE ANY MEDICAL BILLS INCURRED WILL BE PAID BY THE WORKER'S COMPENSATION INSURANCE.

Step 2: Once treated for injury, the employee will need to submit all paperwork received from Concentra to the HR/Payroll Office to keep on file.

**CONCENTRA MEDICAL CENTER
(Piggly Wiggly Shopping Center)
8780 Rivers Avenue
Suite 200, Bldg. B
Charleston, SC 29406**

Directions from CSU: Turn left onto 78 and go over the Hwy 52 overpass. Take a right onto Nad Road then proceed to the Piggly Wiggly shopping center. Concentra is located in Suite 200, Bldg. B.