

# 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 the below procedures.

Step 1: The injured employee should contact the HR/Payroll Office at 843-863-8070 or 843-863-8047. If the injury is not serious, the employee will need to fill out the First Injury Report with the HR/Payroll Office before going to the doctor. If it is a serious injury, 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 the 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 WORKERS' 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.

## CONTACT INFORMATION

**CONCENTRA MEDICAL CENTER  
8780 Rivers Avenue  
Charleston, SC 29406**

**Directions: Turn left onto 78 towards Rivers Avenue; Make a U-Turn at Otranto Boulevard onto Hwy 52. Take a right into the Piggly Wiggly shopping center. Concentra is to the left of Ladies Choice.**

