



## **I Have A Work Injury! What Should I Do?**

### **Step 1:**

Inform Your Supervisor

### **Step 2:**

A *Tennessee Employer's First Report of Work Injury* should be completed and sent to:

Vanderbilt's Risk & Insurance Management Office  
610 Oxford House  
37232-4683

### **Step 3:**

Get Medical Attention

Occupational Health Clinic (OHC)  
640 Medical Arts Building  
Mon-Fri 7:30 am to 5:30 pm

**OR**

Vanderbilt Emergency Department  
(ED) for emergency injury/illness or if OHC is closed.

***If you have a life threatening injury, go to the nearest emergency room.***

## **Step 4:**

### *Return to Work Statement*

Before leaving OHC or the ED get a work statement recommending:

- Return to work without restrictions
- Return to work with restrictions
- Do not return to work

## **Step 5:**

### Contact Your Supervisor

- Present your ***Return to Work Statement***
- Discuss any work restrictions

**NOTE:** If you qualify, you may elect to use FMLA rather than return to work with restrictions. However, this may result in discontinuance of worker's compensation temporary disability benefits.

- Contact the office of Risk & Insurance Management to discuss your benefits
- Contact Employment Practices to discuss FMLA

## **Summary :**

### **For medical treatment and/or *Return to Work Program* contact:**

Vanderbilt Occupational Health Clinic  
640 Medical Arts Building  
(615) 936-0955

### **For worker's compensation questions contact:**

Vanderbilt's Risk and Insurance  
Management Office  
610 Oxford House  
(615) 936-0660

### **For *FMLA* questions contact:**

Employment Practices  
AA0204 MCN  
(615) 322-7259

# **Working For Vanderbilt's Faculty and Staff**

Vanderbilt Occupational Health Clinic  
640 Medical Arts Building  
(615) 936-0955