Emory University uses a portal called HOME (Health and Occupational Management at Emory) for reporting work related injuries or illnesses. To access HOME, log in to Self-Service (http://leo.cc.emory.edu) with your Emory Network ID and password. Then, click on the Workplace Health tile.

You will be prompted to log in again with your Net ID and password.
If you are a manager, you will be given a choice between portal access or supervisor access. Click **Portal** and your dashboard will appear. Next, click on **report work injury or exposure**.

Complete the online form and click **submit**.

Please complete the following questions to report a workplace injury, illness, or incident.

- **What Would You Like To Report?**
- **What were you doing immediately prior to the injury or illness?**
- **How did the incident happen?**
If you need to come to one of the Office of Injury Management (OIM) clinics for treatment, you will also need to complete the **OIM Injury Questionnaire**. Return to the homepage and click on **vaccine consents/questionnaires**.

Under the first tile on the left, Questionnaires, click on **OIM Injury Questionnaire**.
Complete the form and click **Submit**.

When finished, **sign out** of the portal. You will be contacted from someone from the Office of Occupational Injury and Management.