What to do in the Event of a Work-Related Injury / Illness

Employees have a right and are encouraged to report ANY workplace injury, illness or exposure without discrimination.

**Incident Occurs**

If a true medical EMERGENCY, Employee is transported to the ED in the facility where the incident occurred or the nearest Emory Hospital Emergency Department. Employee should contact the Occupational Health nurse practitioner on call at PIC # 50464 as soon as possible.

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**During Office Hours**

Mon–Fri 7:30 AM – 4:00 PM  
(Non-Emergent Care)

Contact Occupational Injury Management (OIM)  
See below for contact information by facility

Employee completes an Employee Incident Report on Self-Service  
(E-Vantage/Peoplesoft)  
and Reports to EH/OIM

The Occupational Health Nurse Practitioner (OHNP) evaluates the incident and provides initial treatment or

The employee may select a physician from the WC Panel of physicians.

If a panel physician is chosen, OHN will facilitate the initial appointment and manage the case during treatment.

The OHN will also communicate with the employee’s supervisor regarding work status of the employee.

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**After Office Hours**

After 4:00 PM, weekends and holidays  
(Non-Emergent Care)

Employee completes an Employee Incident Report on Self Service (E-Vantage/Peoplesoft).

Employee follows-up with OIM the next business day.

Contact the OHNP on-call at PIC # 50464 for questions/concerns.

The OHNP on-call will refer employee to ED for treatment, if indicated.

ED refers employee back to OIM for follow-up the next business day.

OHN or OHN will follow-up with employee the next business day

OHN or OHN communicates work status to supervisor

**Minor Injury, Not Requiring Treatment**

Employee completes an Incident Report on Self – Service  
(E-Vantage/Peoplesoft)

Employee notifies supervisor of the incident.

**For Questions/Problems,**

Contact Occupational Health Nurse Practitioner  
On-Call (404) 686-5500  
PIC# 50464

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OIM Locations:
Occupational Injury Mgmt Department  
OHN – Occupational Health Nurse Practitioner  
OHN – Occupational Health Nurse

Emory University Hospital Midtown  
Phone (404) 686-2352    Fax (404) 686-4938  
WW Orr Bldg, 6th floor

Emory University Hospital  
Phone (404) 686-8587    Fax (404) 727-5405;  
2nd floor, D wing, D219

Wesley Woods Center  
Phone (404) 686-2352 Fax (404) 686-4938  
Administration Bldg, 1st floor

Saint Joseph’s Hospital  
Phone (678) 843-7971 Fax (678) 843-5172  
5th floor - South

Emory Johns Creek  
Phone (678) 474-8006 Fax (678) 474-7736  
MOB, Room 303

Revised 08-15