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.

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 Advanced Practice Provider (APP) on call at PIC # 50464 as soon as possible.

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 -- Workplace Health Tile found in Self-Service/Peoplesoft and Reports to EH/OIM

The Occupational Health Advanced Practice Provider (APP) 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, the OIM Nurse Case Manager will facilitate the initial appointment and manage the case during treatment and will also communicate work status with the employee's supervisor.

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

Employee completes an Employee Incident Report on Self Service- Workplace Health Tile found in Self-Service/Peoplesoft

Employee follows-up with OIM the next business day.

Contact the APP on-call at 404-686-5500 PIC # 50464 for questions/concerns.

The APP on-call will refer employee to ED for treatment, if indicated. ED refers employee back to OIM for follow-up the next business day.

OIM Staff will follow-up with employee the next business day OIM Staff communicates work status to supervisor

Minor Injury, Not Requiring Treatment
Employee completes an Incident Report on Self-Service---- Workplace Health Tile in Self-Service/Peoplesoft Employee notifies supervisor of the incident.

For Questions/Problems, please contact OIM APP On-Call (404) 686-5500 PIC# 50464

Revised 02-2019

OIM Locations:
Occupational Injury Mgmt Department

Emory University Hospital Midtown
Phone (404) 686-8587 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

Saint Joseph’s Hospital
Phone (404) 686-8587 Fax (678) 843-5172
5th floor - South

Emory Johns Creek
Phone (404) 686-8587 Fax (678) 474-7736
MOB, Room 303