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

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

Contact Occupational Health Services (OHS) at 404-686-8587, option 4.
Employee completes an Employee Incident Report on Self-Service (E-Vantage/ Workplace Health/ HOME/ Report Initial Work Injury or Exposure) and Reports to OHS

The 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, NCM will facilitate the initial appointment and manage the case during treatment.

The NCM will communicate with the employee's supervisor regarding work status of the employee.

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

Employee completes an Employee Incident Report on Self Service (E-Vantage/ Workplace Health/ HOME/ Report Initial Work Injury or Exposure)

Employee follows-up with OHS the next business day.

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

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

APP or NCM will follow-up with employee the next business day
APP or NCM communicates work status to supervisor

Minor Injury Not Requiring Treatment
Employee completes an Incident Report on Self-Service (E-Vantage/ Workplace Health/ HOME/ Report Initial Work Injury or Exposure)
Employee notifies supervisor of the incident.

Abbreviations:
OHS- Occupational Health Services
APP - Advanced Practice Provider
NCM - Nurse Case Manager

Occupational Health Services Locations

- Emory Johns Creek Hospital:
  404-686-8587, option 4
  MOB, Suite 303

- Emory University Hospital:
  404-686-8587, option 4
  OHS D-Wing, 2nd Floor

- Emory University Hospital Midtown:
  404-686-2353
  OHS WJW, Orr Building, 6th Floor

- Emory Saint Joseph's Hospital:
  678-643-2174
  OHS 5th Floor - South

- Emory Ortho and Spine Hospital:
  404-251-3075
  1st floor, HR suite

- Emory Decatur Hospital:
  404-501-5575
  OHS 1st floor
  Monday - Friday, 7 a.m. – 3:30 p.m.

- Emory Hillandale:
  404-501-3184
  OHS Administration hallway
  Monday - Friday

- Emory Long Term Acute Care:
  404-501-5781
  OHS

For Questions/Problems,
Contact The On-Call
APP @ (404) 686-5500
PIC# 50464

August 6, 2020
Updated: May 5, 2022