

Procedures for Work Related Injuries

1. For **non-life-threatening** injuries or illnesses in which medical treatment may be necessary, the supervisor and injured employee together will **immediately** call CompEndium Services (**available 24/7**) at **877-709-2667** to report the injury. If a supervisor is not available, another supervisor or HR Contact may assist the injured employee with this process.

Note: In case of life-threatening injury or illness, dial 911 or go to the nearest emergency room and contact your supervisor and CompEndium as soon as possible.

2. CompEndium will assist in processing and scheduling the employee's work-related injury for treatment and claims handling with the university's insurance provider.
3. **CompEndium will direct the injured employee to a medical provider for treatment.** They will also issue a treating authorization number to the medical provider, which will authorize treatment of the injured employee.
4. The injured employee will complete the [Employee Injury Report Form \(81-B\)](#) and the supervisor will complete the [Supervisor Report of Injury Form \(81-C\)](#). These completed forms are required to be emailed to CompEndium at customerservice@compendiumusa.net **AND** Upstate Human Resources at hr@uscupstate.edu.

