

WORKPLACE

INJURY OR ILLNESS

STEP 1

Inform Your Supervisor

Notify your direct supervisor or department head immediately.



STEP 2

Seek Medical Attention

For minor injuries, visit the Employee Health Center*
For serious injuries, visit the Baptist Memorial Hospital ER



STEP 3

Fill Out Your Workers' Compensation Injury Report Packet

Completed packet must be submitted to the Human Resources Department within 48 hours of the date of injury



Workers Compensation Injury Report Packets can be found on the Human Resources Workers Compensation website.

*Should the injured employee voluntarily elect to receive medical treatment from an unauthorized medical care provider or facility, they must complete the Choice of Physician form available at the Human Resources office.

QUESTIONS
Call (662) 915-7431



For more information, please visit:
hr.olemiss.edu/benefits/workers-compensation/



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