Workers' Compensation and Workplace Injuries

If you or someone you supervise has been injured on the job, please review the following:

**Workplace Injuries**

Employees that have been injured on the job should immediately notify their supervisors. They should then review the Notice of Network Requirement for The University of Texas System, and complete and fax the following forms to Benefits and Leave Management at (512) 471-7008:

- Employee Injury Notice
- Workers’ Compensation Network Acknowledgement
- WCI-23 Request for Paid Leave

For questions about Worker’s Compensation, or if you are in immediate need of care and are having trouble with your insurance, please contact Leave Management at HRS-LM@austin.utexas.edu or (512) 475-8099.

**Medical Care for Workplace Injuries**

*For injuries that result in an emergency,* please call 911 and ask to be transported to the nearest emergency room (exposures to animal, chemical or biological hazards that result in an emergency should be referred to a St. David’s affiliated emergency room).

*For non-emergent injuries requiring first aid (minor cuts, bruises, sprains, and strains),* please contact the on-campus Occupational Health Clinic at (512) 471-4647 and schedule an appointment with an Occupational Health Nurse.

*For non-emergent injuries requiring more urgent care,* employees may also choose to visit an urgent care center or healthcare provider that participates in the IMO Network. To search for participating provider, please visit IMO's [Find a Provider](#) page.

**Managing Return-to-Work Requests**

When employees experience work-related injuries or diseases, this may impact their work situations. After you complete the initial forms associated with workers’ comp injuries/diseases, collaboration with the employee’s manager will be essential to facilitate a timely return to work. Review [Return-to-Work procedures](#).

**Resource:**

- Worker’s Compensation Insurance (central HR)