

**Tennessee State University  
Worker's Compensation Facts**

**Eligibility:**

All Tennessee State University employees including regular staff, faculty, adjunct, or temporary employees are covered by Worker's Compensation, for a work related injury.

**When Injured:**

When an employee is injured, the employee and supervisor must adhere to the following steps:

- 1- If a severe or life threatening injury, the employee's supervisor must be notified immediately, and the employee should go to **any** local hospital or emergency room. For any additional follow-up needed after the emergency room visit, contact Human Resources.
- 2- If not a severe or life threatening injury, the employee's supervisor must be notified immediately, as well as Human Resources (615-963-5281) prior to seeking medical treatment.
- 3- Medical treatment for non severe injuries can be sought at either Concentra Medical Center or Tennessee Urgent Care Associates. **If other provider choices are needed, contact Human Resources for approval before seeking medical treatment.**

Concentra Medical Center  
315 14<sup>th</sup> Avenue North  
Nashville, TN 37203  
615-321-5698  
Mon-Fri 7:00am – 7:00pm  
Sat 10:00am -4:00pm

Tennessee Urgent Care Associates  
339 White Bridge Road  
Nashville, TN 37209  
615-356-6877  
Mon-Fri 7:00am-7:00pm  
Sat-Sun 8:00am-6:00pm

- 4- An accident report must be completed by the employee, along with the supervisor, and given to Human Resources by the next business day following the date of injury.
- 5- All documentation must be submitted to Human Resources by the next business day following the injury. (This includes all medical paperwork given to the employee by any physician or emergency room.) **\*Please note, supervisors are not to accept or request any medical paperwork from their employees, unless it is a doctor's note that does not contain medical diagnostic information.**
- 6- All bills received after following these steps should be directed to the Office of Human Resources.
- 7- All supervisors must keep track of their employee's absences in relation to their injury. Any employee out of office for more than 3 consecutive work days, or who may be about to undergo surgery, needs to contact Ms. Sandra Brown in Human Resources to complete FMLA paperwork. Employees who will be off of work for more than seven full days after the initial injury may choose to be compensated by our Worker's Compensation administrator at a reduced percentage of their regular salary. Employees may choose the option of using sick and other accrued leave time to continue their regular salaries. Employees are not allowed to use both benefits at the same time.