

Guide to Medical Treatment Employee Work-Related Injury or Illness

Forsyth County employees are required to report all work-related accidents, injuries, and illnesses on the day of the incident even if medical assistance is not necessary. If medical assistance is necessary, employees shall observe the following guidelines:

1. Notify your supervisor immediately. The supervisor shall immediately contact Risk Management by calling Teresa Everhart or Barbara Cassidy at the numbers below.
2. An employee may receive minor first aid in the workplace. Complete an Injury/Illness Report within 24 hours even for minor injuries that don't require medical assistance.
3. The employee must complete and sign the Employee Injury/Illness Report within 24 hours. The supervisor shall scan and email or fax the report to Risk Management. **The supervisor may not complete the Employee Injury Report.** If the employee is unable to complete the Injury Report, the supervisor should notify Risk Management by phone and the employee shall complete & submit the Employee Injury/Illness Report as soon as they are able.
4. If medical assistance is necessary, the injured employee must go to Forsyth County's approved Medical Provider. Medical care by any other provider, including a family physician, will not be covered. If the injury occurs when the approved medical provider is closed, the injured employee shall go to Wake Forest Baptist Emergency Department.
5. If an injury is life or limb threatening; the employee should be taken to Wake Forest Baptist Emergency Dept or to the nearest emergency room. An ambulance may be requested only if the injury is life or limb threatening.
6. Do not go to an emergency department unless the approved provider is closed or if the injury is life or limb threatening. Employees treated at a hospital must go to the approved Medical Provider the next day for follow-up.
7. In the event of a possible Bloodborne Pathogens (BBP) exposure, the employee should seek medical treatment as soon as possible (**within one hour**) following exposure. The employee must complete & submit the Bloodborne Pathogens Incident Report form *along* with the Employee Injury/Illness Report.

If you have any questions about Workers' Compensation, contact:

*Teresa Everhart, 703-2058, 203-3090 (cell) or by email at everhatg@forsyth.cc
Barbara Cassidy at 703-2061, 407-7577 (cell) or by email at cassidba@forsyth.cc
Marta Soriano at 703-2057 or by email at sorianm2@forsyth.cc*

Risk Management Fax Number: 727-8045

Approved Medical Provider

**Wake Forest Baptist Health Urgent Care – 713-0400
2311 Lewisville-Clemmons Rd, Clemmons, NC 27012
Monday – Friday: 7 AM to 7 PM
Saturday & Sunday: 8 AM to 6 PM**

Approved Specialists

An employee must be referred by the approved Medical Provider before seeing any specialist.

After Hours and Weekends: UrgentCare is open on the weekends. **Be sure to specify you are there for a work related injury.** Go to Wake Forest Baptist Emergency Department only if UrgentCare is closed or the injury is life or limb threatening.