Emory University Employee Injury Flowchart

Employee Incident Occurs During Work Hours

Yes, Has Injury

Emergency Care

Supervisor accesses EMS (911) for employee treatment

Employee transported to Emory Hospitals ED for treatment

Employee completes & brings Incident Report (IR) to EHS EUH HB 53 or EHS CLH Byron 1505.
(cab services may be required)

Injured employee is evaluated and treated by Employee Health Nurse Practitioner (EHNP)

EHNP communicates with Supervisor RE: employee work status - no restrictions and employee returns to work OR restricted work

If a referral is needed, EHNP has employee choose panel physician

EHS nurse makes first available appt. with Panel Physician.

EHNP and Nurse Case Manager collaborate on case management for the employee as needed. If lost or restricted time, communicate with employee's supervisor

WC Case Manager communicates with supervisor re: placement options - site visits as needed.

Case Closed

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ED - Emergency Department
EHNP - Employee Health Nurse Practitioner
EHN - Employee Health Nurse
EHS - Employee Health Services
IR - Incident Report
EUH - Emory University Hospital
CLH - Crawford Long Hospital

Effective 2/1/2000 Revised 2/1/2001
Emory University Employee Injury Flowchart

**Employee Incident Occurs**

- **No Injury**
  - Employee completes Incident Report and gives to Supervisor
  - Employee returns to work
  - Supervisor sends Incident Report to EUH EHS/WC Fax: 404-727-5405

- **Employee Injury After EHS Office Hours**
  - Employee Health Closed
  - Supervisor assesses severity of injury. May call on call EHN for advice. Call hospital operator at 6-1000
  - Refer to Emory Hospitals ED if needed
  - Incident Report completed in ED
  - Supervisor notifies EUH EHS at 404-686-8589 of employee’s ED visit
  - ED refers employee back to EHS for follow-up the next business day
  - Incident Report in ED picked up by EHS the next business day
  - Injury is minor
  - Supervisor refers employee to follow-up with EHS the next business day
  - Supervisor sends completed Incident Report to EUH EHS FAX: 404-727-5405

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**EHS** - Employee Health Services
**EUH** - Emory University Hospital
**IR** - Incident Report