

Academic Division Employee Checklist for Workers' Compensation Claims

- ☐ Report the accident to your supervisor immediately. Complete the accident report and submit to your supervisor.
- ☐ Select a physician from the panel offered by your employer. Complete the form and submit to your supervisor.
- ☐ Seek medical attention from the panel physician and submit any disability slips to your supervisor and/or agency workers' compensation coordinator.
- ☐ If your accident is an emergency, please seek medical treatment from the UVA Health System or Martha Jefferson emergency room. This is ONLY for the initial treatment.
- ☐ If a VSDP (Virginia Sickness and Disability Program) participant, call the VSDP provider (Reed Group) immediately to report the injury if the disability is anticipated to exceed 7 calendar days. The toll-free number is 1.877.928.7021.
- ☐ Communicate results of all medical appointments and return-to-work status with your supervisor and/or agency's workers' compensation coordinator.
- ☐ Notify your supervisor of any return-to-work release and present your medical release to your supervisor and/or workers' compensation representative prior to reporting after missing time related to injury.
- ☐ Cooperate with nurse consultants and return-to-work efforts.
- ☐ Consult www.covwc.com to locate a pharmacy and print out a First Script Pharmacy card. The First Script network includes all major pharmacy chains, grocery stores and many single location pharmacies. You must take the First Script card to a participating pharmacy.

Any questions, please contact Rachel Short at rbs2n@virginia.edu or 434.924.7763.