

Workers' Compensation Injury Process & Procedure

1. Notify your supervisor immediately of the incident, no matter how minor the injury may seem. If necessary, please report unsafe working conditions to your supervisor or the Environmental Health & Safety Department at **(903) 566-7011**.
2. Please also notify Environmental Health and Safety, **(903) 566-7011**, of the incident and fill out the necessary paperwork. This includes the **Employee's First Report of a Work-Related Injury or Occupational Disease form** and **WC Network Acknowledgement Form**. **Please note that failure to notify within 30 days may result in denial of the claim.**
3. If necessary, please obtain medical attention. UT System has contracted with [IMO Med-Select Network](#) to assist employees with obtaining appropriate medical treatment for work-related injuries. To find an in-network provider within this network, please go to the [IMO Find a Provider Search](#).
4. Environmental Health and Safety will provide you with a **Notification of On-The-Job Injury form** to give to your medical provider. This form will notify the provider that the injury is work-related and where to submit any bills, medical reports or questions regarding your claim.
5. If you miss work due to an on the job injury, you must keep your supervisor and Environmental Health and Safety informed of your work status by providing a Division of Workers' Compensation Work Status Report (**DWC 73**) after each doctor visit. The doctor's office must provide this report to the injured employee.
6. If you are out due to your injury for more than one day, you must also complete the **Request for Paid Leave** form to select the type of leave you wish to utilize for your absence.
7. When your doctor releases you to return to work, a Work Status Form (**DWC 73**) from your doctor indicating a return to work date or any work-related limitations must be given to your supervisor before you may return.
8. To view the Notice of Injured Employee Rights and Responsibilities in the Texas Workers Compensation System as provided by the Office of Employee Counsel please visit the following link: <http://www.oiec.texas.gov/documents/ierightsrespeng.pdf>.