

Workers' Compensation Procedures Booklet

Supervisor Use

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WHAT IS WORKERS' COMPENSATION?

The State Government Workers' Compensation Program (SGWCP) was established in 1985 and is administered in the Office of State Personnel. The purpose of the program is to ensure that all eligible employees who experience a work related injury or illness receive appropriate medical care and equitable benefits as provided under the Workers' Compensation Act and the Workers' Compensation section of the State Personnel Policy.

The Workers' Compensation law provides medical benefits and disability compensation including a weekly compensation benefit for time lost. The weekly benefit is equal to 66 2/3% of the employee's average weekly earnings up to a maximum established by the North Carolina Industrial Commission each year. When an employee is injured, he/she **must** go on workers' compensation leave and receive workers' compensation weekly benefits after the waiting period required by statute (G.S. 97-28). If an employee refuses workers' compensation benefits, a release statement must be signed by the employee.

North Carolina Industrial Commission (NCIC)

The NCIC is a division of the Department of Commerce. The Commission was established by the General Assembly in 1929 to administer the Workers' Compensation Act. The Act provides protection for workers and employers within North Carolina against loss due to work-related injury or disease. The Industrial Commission also has jurisdiction over claims against the state and claims by families of law enforcement officers, fire fighters, and rescue squad workers.

A Third Party Administrator (TPA) contracted by the State, handles the individual workers' compensation cases for the University System. The TPA currently responsible for handling workers' compensation claims is CorVel Corporation, located in Charlotte, North Carolina.

CorVel Corporation, TPA's Responsibility

The TPA is responsible for accepting or denying liability for the State and is also responsible for monitoring and processing the claims. Additionally, the TPA is responsible to pay medical benefits and compensation in accordance with the North Carolina Workers' Compensation Act. The University and the TPA try to provide the best possible medical care for injured employees to help them reach maximum medical improvement and return to work as soon as possible.

NC State's Responsibility

When an employee is injured, the University's primary responsibility is to arrange for and provide for the necessary treatment for any work related injury. The University's Leave Administrator establishes the procedures and processes to ensure injured employees receive the appropriate level of care and compensation in accordance with State Law.

WHO IS COVERED?

All University employees are covered under the SGWCP, including full-time faculty, staff (EPA and SPA), senior administrative officers, part-time employees, student employees, and temporary employees (excluding those contracted through Temporary Agencies).

WHAT SHOULD I DO WHEN AN EMPLOYEE GETS INJURED OR CONTRACTS AN OCCUPATIONAL DISEASE?

The supervisor is responsible for:

- ensuring that the employee receives medical treatment;
- completing the required forms; and
- notifying the Leave Administrator, or designee.

While many injuries may occur in the work place, not all are compensable under Workers' Compensation. For example, a hernia or an injury to the back is compensable only if the injury is the result of a specific traumatic incident of the work assigned. The following list provides established categories for workplace mishaps.

Near-Miss - An incident that could result in personal injury or property damage. If the employee does not need first aid or any type of medical treatment by a physician, this occurrence is considered a near miss. Example: an employee trips over a loose carpet thread.

First-Aid – An injury that requires a one-time treatment. This type of injury usually needs on-site medication and does not require medical care by a physician. Example: an employee gets a splinter in his/her hand and receives first-aid treatment in the work area.

Accident - An injury that warrants immediate physician's care. Possible examples are: the employee gets a splinter in his/her hand, receives first-aid treatment in the work area but five days later the wound becomes infected. In this example, a first aid incident has become serious enough for the employee to seek medical treatment. Another example may be that an employee falls and potentially sprains or breaks a limb.

The only category that initially falls under Workers' Compensation is an "Accident".

However, a "Near-Miss" or "First-Aid" may later require treatment by a medical professional which then justifies a workers' compensation claim.

Procedures for a Near-Miss or First-Aid:

Although no professional medical treatment is provided, you must still document the occurrence as mandated by Occupational Safety and Health Administration (OSHA).

- ✓ Complete the [First Report of Injury](#) and forward to Environmental Health and Safety Office (EHS), Campus Box 8007, **no later than 24 hours** after the incident occurs.
- ✓ Take corrective measures to ensure the problem or situation is rectified. Contact the University Safety Officer for guidance if needed. Report occurrence to Campus Police by calling the non-emergency phone line, 515-3000.

If a Near-Miss or First-Aid later requires treatment from a medical professional, the incident then becomes a Workers' Compensation claim and must be filed accordingly.

Complete the [NCIC Form 19](#) immediately and forward to EHS, Campus Box 8007. Attach a separate note to the front of the form stating, "Injury previously reported" along with the date of first report.

- ✓ Follow the same guidelines as provided under *Procedures for an Accident* on page 5.

Procedures for an Accident:

It is important that you investigate the nature of each work-related injury or occupational disease. In most cases there is one event that causes the injury; however, some claims of work-related illness may not have a clear cause and effect relationship. Please contact the Leave Administrator for assistance any time you are not certain of the validity of the claim.

If the accident is life threatening or serious, contact Campus Police at 911 to dispatch emergency services. If outside the Raleigh area, call 911 immediately; then report accident to Campus Police on the non-emergency line at 515-3000. If the injury is non-serious, report the accident by contacting the Campus Police non-emergency line, 515-3000. After making the appropriate phone calls:

- ✓ Send employee to an authorized treatment facility (listed on page 6) and provide the employee with a [Medical Authorization and Attending Physician's Form](#). Contact the treatment facility to advise them that an NC State employee is being sent for treatment.
- ✓ Complete the [First Report of Injury](#) and the [NCIC Form 19](#). *(Failure to submit paperwork timely will cause delays in your employee receiving the required authorization to obtain medical treatment or prescriptions drugs.)*
- ✓ Ensure the employee completes the [Employee Statement](#) and [Use of Leave](#) Options forms. **Do not charge the employee's leave for any loss work time on the day of the accident.**
- ✓ Forward all forms to Environmental Health and Safety Office, Campus Box 8007, **no later than 24 hours after the incident occurs**. Provide employee with copies of all completed forms (front and back).

Supervisor's Notes:

One misconception supervisors tend to have regarding employees on workers compensation is that the employee is no longer their responsibility once injured. As a supervisor, you are still required to effectively manage your employee, which involves, making sure absences are justified and any compensation paid by the University is correct.

You are required to collect the original copy of the [Medical Authorization and Attending Physician's Report](#) along with any additional medical documentation upon the employee's return to work. **The employee should return to work following the initial doctor's visit.** Keep a copy of this medical information for your records in a **separate** file and forward the originals to EHS along with the forms mentioned above. Please comply with any restrictions or accommodations noted on the

Attending Physician's Report. For example, if the physician states that the employee may not return to work for five days, he/she should be allowed the time away from work to get better. At the end of the five day period, you should expect the employee to return to work. If the employee does not return as scheduled, the absence is considered unauthorized unless you have a written updated medical status from the approved treating physician allowing the additional time. Send all doctor's notes and attending physician reports to the Leave Administrator immediately. Adhere to the **Return to Work** section beginning on page 8 for more details.

The employee must be placed on a Leave of Absence (LOA) with the reason code of Workers' Compensation after the 7 calendar day waiting period. During the waiting period, the employee can choose to use either sick or vacation leave, or go on Leave Without Pay (LWOP) [**if your employee goes on LWOP, you must take the appropriate steps to make certain your employee does not receive pay for this period of time**]. As noted above, the employee's leave balance should not be charged on the day of the accident; however, leave should be charged for lost workdays after the initial accident consistent with the choice elected on the *Employee Statement and Leave Usage* form for the first 7 days. **Failure to enter the appropriate action in PeopleSoft HR system will result in your employee being overpaid.**

Not only should you keep in regular contact with your employee while he/she is out of work to stay abreast of his/her medical condition, but it is a great approach to showing your employee that he/she is a valuable asset to the University. Occasionally, employees are billed for services they receive from an authorized medical provider because treatment was not coded as workers compensation. If this is the case, the employee needs to forward the bills to the University Benefits Office, Campus Box 7215.

The Workers' Compensation Act requires that an employee give written notice to the employer within 30 days of an accident or within 30 days of being diagnosed as having a disease associated with employment. After 30 days no compensation is payable without a ruling by the Industrial Commission.

WHERE DO I SEND THE EMPLOYEE FOR MEDICAL TREATMENT?

Employees with life threatening work related injuries should seek immediate care at the nearest hospital.

Employees may not choose their own doctor.

Supervisors must ensure employees are sent to one of the following authorized locations. If these nearby facilities are unable to see the employee within a reasonable time period, please contact the Leave Administrator or refer to the complete list of approved medical provided listed [here](#). **Medical treatment received at an unauthorized facility could result in non-payment of claims.**

Local Authorized Medical Facilities	
Rx Urgent Care 3100 Blue Ridge Rd Raleigh NC Phone: 919/719-2250	Doctor's Urgent Care Center (Next Care) 1110 Kildaire Farm Road Cary, NC 27511 Phone: 919/ 481-0277
Doctor's Urgent Care Center (Next Care) 801 Highway 70 West Garner, NC 27529 Phone: 919/ 779-5010	PostDoc/Student workers only Student Health Services 2815 Cates Avenue 919/513-2563 919/513-2519 Fax

Employees working outside the local area should seek treatment at an approved provider. Please refer to the complete list of approved medical providers or contact the CorVel Corporation (1-866-441-4153) for more information.

Prescriptions – When the authorized treating physician prescribes medication, the employee can take the prescription to most major pharmacies such as Wal-Mart, Kerr Drugs, Eckerd, or CVS to have filled at no cost. CorVel contracts with TYMESYS to manage the prescription drug plan for the Workers' Compensation program. TYMESYS will provide the pharmacist with the required authorization to fill the prescription, 1-800-964-2531. Occasionally, the pharmacy may be unable to get the necessary authorization if it is after normal business hours or during the weekend. Therefore the employee may pay for the prescription and file for a reimbursement by sending the original copy of the receipt to the Leave Administrator.

Physical Therapy – Treatment is covered only when authorized by CorVel.

Acceptance or Denial of Claim – CorVel has the responsibility for determining whether or not the University is liable for the claim for Workers' Compensation benefits. Payment of medical bills is not an indication of the University's acceptance of liability for the claim. All medical bills submitted for payment to CorVel by the authorized treating physician must be filed on the *HCFA 1500-Medical Claim Form* and must also include the physician notes. If an employee receives a bill from the medical facility, please encourage the employee to check and make sure the facility is billing CorVel correctly. The employee may contact the Leave Administrator for further assistance if needed.

If the claim is denied, the employee will be notified as soon as possible, pending receipt of medical documentation if necessary. To petition further, the employee must file a written notice of claim in writing to the NCIC (4319 Mail Services Center, Raleigh, NC 27699-4319). The notice should include the employee's name, address, Social Security number, the employers' name, and the date and nature of the injury. The employee may provide all this information on a form (FORM 18) provided by CorVel or the NCIC. (The Form 18 is automatically sent to the employee by CorVel if his/her medical bills exceed \$2,000 or the loss work time exceeds 7 calendar days.)

WHAT WORKERS' COMPENSATION BENEFITS WILL MY EMPLOYEE RECEIVE?

The law provides medical and disability compensation including a weekly benefit for lost workdays after a 7 calendar day waiting period. The employee will receive weekly benefits equal to 66 2/3% of his/her average weekly earnings up to a maximum established by the North Carolina Industrial Commission. Compensation begins on the eighth calendar day of lost work time and if the lost time goes beyond 21 calendar days, the employee is entitled to receive compensation for the first 7 calendar days.

Types of compensation paid to employees are for disability dependent upon extent of injury, for loss of some part of the body, for death, or for bodily disfigurement.

DISABILITY ~ incapacity because of an accidental injury to earn wages which the employee was receiving at the time of the injury in the same or any other employment.

Types of Disability	Definition
Permanent Partial Disability	Complete loss or loss of use of any member or part of the body.
Permanent Total Disability	Complete and permanent total incapacity of the employee from following any gainful occupation.
Temporary Partial Disability	Employee able to work but at a lesser rate of earnings than that of his average weekly wage of his occupation at the time of the accident.
Temporary Total Disability	Employee unable to perform a regularly established job on one or more calendar days following the day of injury.

COMPENSATION ~ is based on the average weekly wage, which is computed by adding all wages earned by the employee in the 52 weeks prior to the injury and then divided by 52. **Workers' Compensation payments made to the employee are paid directly from CorVel, so this amount is not charged to your budget directly.** However, the University reimburses CorVel from the fringe benefit pool established as a funding source to cover Workers' Compensation claims.

If, following a period of total temporary disability, an employee is released by the physician to return to light duty work, the employee is entitled to two-thirds of the difference between the average weekly wage on the date of the injury and the wages the employee is able to earn upon return to light duty work.

If the injury results in permanent total or partial loss of use of a part of the body, the employee is entitled to compensation in accordance with the disability rating given by the treating physician and the payment schedule set forth in the Workers' Compensation Act. Employees are eligible to receive this compensation for permanent partial disability even though they have returned to work and are earning wages.

If the injury leaves serious facial or head disfigurement, or causes the loss of permanent injury to an important organ of the body, the NCIC, within its discretion, may award additional compensation. The employee is also entitled to payment for the loss of permanent teeth.

In the event of death resulting from an injury or occupational disease, compensation is paid to the surviving spouse and dependent child for up to 400 weeks at 66 2/3 percent of the deceased employee's average weekly wage at the time of the accident.

After the employee has gone on Workers' Compensation leave, the weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the [Supplemental Leave Schedule](#) set the State Personnel Commission. This will provide an income approximately equal to the employee's take-home or net pay. Contact the Leave Administrator to integrate this supplemental payment.

CONTINUATION OF BENEFITS

While on Leave Without Pay - Workers' Compensation status, there will be no benefit deductions made from the employee's workers' compensation weekly check. The employee is responsible for his/her payroll deductions while on Workers' Compensation leave.

While on Workers Compensation Leave, benefits continue as outlined below:

Hospitalization Insurance	The employee continues coverage under the state health insurance program. The employer's monthly contribution for the employee will continue to be paid by the University; however, the employee must pay premiums for dependent coverage to the University Payroll Office (515-4350).
Retirement Service Credit	Retirement contributions stop while on workers' compensation leave. An employee who is a member of the State Retirement System may purchase credit for the period of time on an approved leave.
Vacation/Sick Leave	The employee continues to accumulate vacation and sick leave to be credited for use upon return to work. If the employee does not return to work, vacation and sick leave accumulated during the first twelve months of leave should be paid in a lump sum along with other unused vacation credit. The payout of the vacation leave may exceed the 240 hours normally allowed.
Performance Increases	Salary will be computed based on the last salary plus any legislative increases to which the employee is entitled upon reinstatement. Any performance increases which would have been given had the employee been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.
Longevity	The employee continues to receive longevity credit and, if eligible, shall receive annual payments.
Additional Benefits	Depending upon the benefit plan, the employee may be allowed to continue through direct pay to the vendor or Payroll.

HOW DO I RETURN MY EMPLOYEE TO WORK?

When the authorized treating physician releases the employee to return to work, there are three possible *return to work* situations:

Types of Return to Work	Employee	Supervisor
Reached maximum medical improvement.	Released to return to work by their authorized treating physician without physical restrictions. Check with the Benefits office to re-instate benefit deductions.	<ul style="list-style-type: none"> • Return the employee to his/her original or similar position held prior to the injury. • Forward all medical notes to the Workers' Compensation Coordinator. • Process action in PeopleSoft-HR to update the employee's status.
Has <u>not</u> reached maximum medical improvement but is ready to return to restricted duty.	Released to return to work by the authorized treating physician with physical restrictions. Check with the Benefits office to re-instate benefit deductions.	<ul style="list-style-type: none"> • Provide transitional work for the employee that is suitable to the work restrictions. • Keep records of assigned duties. • Forward all medical notes to the Leave Administrator. • Process action in PeopleSoft-HR to update the employee's status. • Contact Leave Administrator if you are unable to meet the return to work restrictions.
Reached maximum medical improvement, but has a disability.	Released to return to work but disability prohibits employment in his/her original position.	<ul style="list-style-type: none"> • Meet w/ the Leave Administrator as soon as possible. • HR will attempt to place the employee in another position that is suitable.

Return to Work (Same Day):

The employee is expected to return to work unless the authorized treating physician indicates in writing that the employee is unable to work.

Return to Work (After Workers' Compensation Leave):

Once an employee has been released by the authorized treating physician to return to work, he/she is obligated to accept any suitable employment provided that is in keeping with the employee's capability. Refusal to accept suitable employment may result in termination of compensation and may result in dismissal.

Departments should work with the Leave Administrator to develop a structured return to work plan to address restricted duty and an employee's inability to return to the original position at the time on injury. The transitional duty work should be temporary and not exceed 90 days without approval from the Leave Administrator. All transitional duty work is subject to the department's ability to provide such work.

Note: If the Leave Administrator obtains transitional duty work for the employee within another department, the hours worked will be charged to your departmental budget.

FAILURE TO COMPLY WITH THESE PROCEDURES MAY CAUSE DELAYS IN YOUR EMPLOYEE RECEIVING ENTITLED WORKERS' COMPENSATION BENEFITS.

Encourage safe work practices. Correct unsafe conditions immediately or contact EHS for assistance.

QUICK REFERENCE GUIDE FOR EMPLOYEES

NC STATE UNIVERSITY WORKERS' COMPENSATION PROGRAM

The responsibility for claiming compensation is on the injured employee. Report all incidents/injuries to your supervisor immediately, not later than 30 days after the occurrence. No compensation shall be payable unless written notice is given within 30 days, unless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby.

- ✓ (In the case of a life-threatening emergency, contact Campus Police at 513-3333 to dispatch emergency services. Contact 911 immediately if outside the Raleigh area.) Complete the [Employee Statement](#) and [Use of Leave Options](#) forms. Your supervisor is required to complete the *First Report of Injury* and the *North Carolina Industrial Commission (NCIC) Form 19*. These three forms must be forwarded to the Environmental Health and Safety Office no later than 24 hours after the incident occurs.
- ✓ Your supervisor will make an appointment for you to be seen at an authorized facility. **Work-related injuries must be treated by an authorized physician.** Your supervisor will give you the *Medical Authorization and Attending Physician's Form* to take with you for the appointment. The attending physician must complete this form.
- ✓ After the appointment, return the original copy of the *Medical Authorization and Attending Physician's Form* to your supervisor along with any additional medical documentation. **You are required to return to work after the appointment to update your supervisor of your medical status.** If the doctor states that you should not return to your work duties, this statement must be reflected on the medical documentation. If you do not return as scheduled, the absence is considered unauthorized unless prior to the absence you provide your supervisor with a written updated medical status from the authorized treating physician allowing the time off.
- ✓ Occasionally, your the doctor will place restrictions on your work duties so your supervisor should try to reasonably accommodate your limitations. You must comply with the doctor's recommendations. If light duty work cannot be created within the department, the supervisor should contact the University's Leave Administrator immediately for assistance.

You are obligated to accept any suitable employment provided that is in keeping with your capability. Refusal to accept suitable employment may result in termination of compensation and may result in dismissal.

- ✓ You may choose to use sick or vacation leave, or go on Leave Without Pay (LWOP) during the 7 day waiting period. The law provides medical and disability compensation including a weekly benefit for lost workdays after a 7 calendar day waiting period. You will receive weekly benefits equal to 66 2/3% of your average weekly earnings up to a maximum established by the North Carolina Industrial Commission. Compensation begins on the eighth calendar day of lost work time and if the lost time goes beyond 21 calendar days, you are entitled to receive compensation for the first 7 calendar days. The weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the [Supplemental Leave Schedule](#) set the State Personnel Commission.

CorVel Corporation, located in Charlotte, North Carolina, is the Third Party Administrator (TPA) currently responsible for handling workers' compensation claims. *The TPA is responsible for accepting or denying liability for the State and is also responsible for monitoring and processing the claims. Additionally, the TPA is responsible to pay medical benefits and compensation in accordance with the North Carolina Workers' Compensation Act. The University and the TPA try to provide the best possible medical care for injured employees to help them reach maximum medical improvement and return to work as soon as possible*

Payment of medical bills is not an indication of the University's acceptance of liability for the claim. All medical bills submitted for payment to CorVel by the authorized treating physician must be filed on the *HCFA 1500-Medical Claim Form* and must also include the physician notes. If you receive a bill from the medical facility, please contact the facility to make sure they are billing CorVel correctly. You may contact the Leave Administrator for further assistance if needed, 919-515-2151.

If the claim is denied, you will be notified as soon as possible, pending receipt of medical documentation if necessary. To petition further, you must file a written notice of claim in writing to the NCIC (4319 Mail Services Center, Raleigh, NC 27699-4319). The notice should include the your name, address, Social Security number, the employers' name, and the date and nature of the injury. The employee may provide all this information on a form (FORM 18) provided by CorVel or the NCIC. (The Form 18 is automatically sent to the employee by CorVel if his/her medical bills exceed \$2,000 or the loss work time exceeds 7 days.)

Prescriptions – When the authorized treating physician prescribes medication, you can take the prescription to most major pharmacies such as Wal-Mart, Kerr Drugs, Eckerd, or CVS to have filled at no cost. CorVel contracts with TYMESYS to manage the prescription drug plan for the Workers' Compensation program. TYMESYS will provide the pharmacist with the required authorization to fill the prescription, 1-800-964-2531. Occasionally, the pharmacy may be unable to get the necessary authorization if it is after normal business hours or during the weekend, you may pay for the prescription and file for a reimbursement by sending the original copy of the receipt to the Leave Administrator.

NC State's Responsibility

When an employee is injured, the University's primary responsibility is to arrange for and provide for the necessary treatment for any work related injury. The University's Workers Compensation Coordinator establishes the procedures and processes to ensure injured employees receive the appropriate level of care and compensation in accordance with State Law.

CONTINUATION OF BENEFITS

While on Leave Without Pay - Workers' Compensation status, there will be no benefit deductions made from your workers' compensation weekly check. Workers' Compensation wages are mailed directly to you by CorVel.

While on Workers Compensation Leave, benefits continue as outlined below:

Hospitalization Insurance

You may continue coverage under the state health insurance program. The employer's monthly contribution for you will continue to be paid by the University; however, you must pay premiums for dependent coverage to the University Payroll Office (515-4350).

Retirement Service Credit

Retirement contributions stop while on workers' compensation leave. An employee who is a member of the State Retirement System may purchase credit for the period of time on an approved leave.

Vacation/Sick Leave

You continue to accumulate vacation and sick leave to be credited for use upon your return to work. If you do not return to work, vacation and sick leave accumulated during the first twelve months of leave should be paid in a lump sum along with other unused vacation credit. The payout of the vacation leave may exceed the 240 hours normally allowed.

Performance Increases

Salary will be computed based on the last salary plus any legislative increases to which the employee is entitled upon reinstatement. Any performance increases which would have been given had you been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.

Longevity

You continue to receive longevity credit and, if eligible, shall receive annual payments.

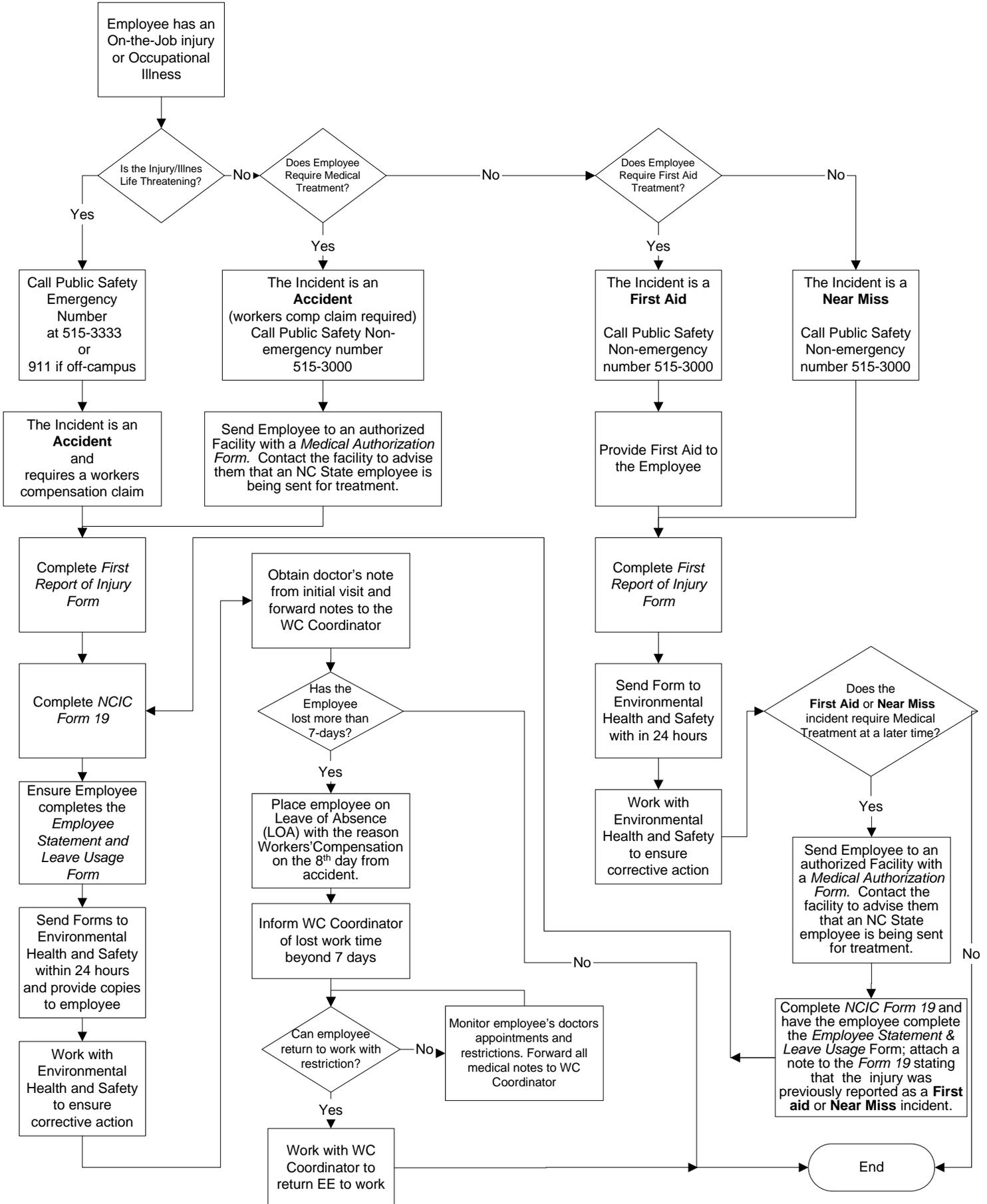
Additional Benefits

Depending upon the benefit plan, you may be allowed to continue through direct pay to the vendor or Payroll.

Please contact the University's Worker's Compensation Coordinator, 515-2151, to discuss your benefit options in detail. Additionally, if you need any assistance with clarification on our policies and procedures, do not hesitate to call our office.

- ✓ **If you have questions about your claim or weekly benefit, contact the CorVel claims adjustor, Katie Carroll at 919/277-1770 or the University's Leave Administrator, Michael McFarland at 919/ 513-0106.**
- ✓ **If authorization is needed for follow-up medical treatment, please contact the CorVel claims adjustor, Katie Carroll at 919/277-1770 prior to appointment.**
- ✓ **Be sure to communicate at least once a week with your supervisor.**

WORKERS' COMPENSATION FLOWCHART



CONTACTS

Office/Department	Contact Name	Responsibility
University Benefits Office	<p>Michael McFarland Leave Administrator 513-0106 Michael_McFarland@ncsu.edu</p> <p>Stacey Hoke Benefits Program Coordinator 515-4317 Stacey_Hoke@ncsu.edu</p> <p>Lisa Kelly Administrative Asst. 515-4312 Lisa_Kelly@ncsu.edu Main Number, 515-2151</p>	<p>Act as the liaison between employee and CorVel.</p> <p>For assistance with completing the form, to discuss the nature of the claim, or for authorizations contact the Leave Administrator directly.</p> <p>Contact the Administrative Assistant to check the status of a form, medical bills, or compensation.</p>
<p>Environmental Health and Safety (EHS) http://www.ncsu.edu/ehs/</p>	<p>John Turek, Safety Engineer 515-6871 John_Turek@ncsu.edu</p>	<p>Documents all work related occupational hazards (OSHA reporting.)</p> <p>Collects all forms such as the <i>First Report of Injury</i> and <i>NCIC Form 19</i>.</p> <p>Provide assistance with workplace safety; office workstation design, and electrical equipment design.</p>
<p>Campus Police http://www.ncsu.edu/public_safety/psdhome.html</p>	<p>911 Emergency</p> <p>515-3000 Non-Emergency</p>	<p>In the event of an emergency, Campus Police will call 911 for you.</p> <p>To report non-serious workplace hazards.</p>
<p>CorVel Corporation</p>	<p>Katie Carroll, Adjuster 919-277-1770</p>	<p>Authorizations for medical treatment, pat due medical bills</p>
<p>College of Life and Agricultural Sciences (CALS) Benefits for County Extension employees</p>	<p>Steve Norris, Benefits Manager 919-515-1383</p>	<p>Handles paperwork for all county extension employees.</p>