



The University of Southern Mississippi Department of Human Resources

To: Deans, Chairs and Directors

From: Kameron Dale
Benefits Manager

Re: University Workers' Compensation Update

Date: February 2016

Please be advised that effective immediately HealthWorks located at 5909 US 49 #20 (near Wal-Mart) is the new preferred facility for initial evaluation and treatment of all work related injuries. Only, in the event that a work related accident occurs and HealthWorks is not open, or the work related accident is life threatening, should the employees be sent to the emergency room at Forrest General Hospital or Merit Health Wesley Medical Center. The attending physician will determine the extent of the injury, follow-up treatment will be prescribed as necessary, and a return to work date will be issued to the employee.

I would also like to take the opportunity to remind you about the procedures regarding workers' compensation claims:

- An injured employee must notify the supervisor or other person designated by the employer as soon as possible, but no later than 24 hours after the injury, excluding weekends.
- A USM Work Place Referral Form is required before treatment will be approved. The form can be obtained from Human Resources. Physical Plant and Residence Life employees please see the office manager for this form.
- A workers' compensation First Report of Injury or Illness Form should be filled out within 5 days of the accident and sent to the HR office at Box 5111. This form is located on the HR website.

Should you have any questions or need any additional information, please feel free to contact me via e-mail Kameron.Dale@usm.edu. Thank you for your attention to this matter.