

BULLETIN NUMBER 2

TO: Vice Presidents, Deans, Department Chairs, and Directors

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: May 1, 2000

SUBJECT: Workers' Compensation Update – New Medical Provider

Effective May 1, 2000 evaluations for on-the-job injuries and occupational illnesses are to be referred to Concentra Medical Center. In the event of an emergency, dial 911 and the appropriate medical professionals will direct and/or transport patients to the Baptist Hospital Emergency Care Facility. **Please post this memo and poster in a conspicuous location and advise your employees regarding the following plan of action to be followed in the event of an injury or illness:**

- **Report** all injuries and illnesses immediately to the supervisor, Workers' Compensation Coordinator (x4945) and the Safety and Environmental Affairs Office (x4224 or x4329).
- **Seek** appropriate medical attention.
- **For serious, life threatening situations dial 911.**
- **For non-life threatening situations that require medical evaluation contact** Angela Carter (x4945) or Sissy Hastings (x4224) for a referral to Concentra Medical Center. (Poster with directions and hours of operation is enclosed). A *First Report of Incident* form will be sent to the employee and immediate supervisor for completion and return to Human Resources.
- **If an incident occurs "after hours", go to:**

Aegis Urgent Care		Baptist Hospital
1936 N. Peace Haven Road		Emergency Department
760-5410	OR	716-4995
Open until 8:00 p.m. Monday-Friday		
Open 8:00 a.m. – 5:00 p.m. Saturday		
Open 12:00 p.m. – 5:00 p.m. Sunday		

Claims inquires are to be directed to Risk Management, Wake Forest University Baptist Medical Center by calling 716-5575. As of May 1, 2000 the interim claims manager will be Anjie Severo.

If you have questions or concerns regarding Workers' Compensation, please contact Angela Carter at carterad@wfu.edu or x4945. Thank you for your time and attention to this matter.

Enclosure