

TENNESSEE WORKERS' COMPENSATION INSURANCE POSTING NOTICE

How to Report Work-Related Injuries

What should be done if injured at work?

Employee

1. Immediately **report the injury** to the employer representative named below.
2. **Select a treating physician** from a panel provided by your employer.
3. If you have questions or problems, contact the employer representative or the Bureau of Workers' Compensation.

Employer

1. Complete your company's internal "Workplace Injury form" and **notify your workers' compensation insurance company immediately**, even if you have concerns about the validity of the claim.
2. **Offer a panel of physicians** to the employee via Form C-42 available on the Bureau's website. In cases of emergency, call an ambulance and provide this form as soon as the injured employee has stabilized.

Your MT Campus Supervisor

Printed name and title of the employer representative to be notified in the event of a work-related injury

Your MT Campus Claim Coordinator

*Printed name of an **alternative employer representative** to be notified in the event of a work-related injury*

See: mus.edu/che/fiscal/workcomp/campus-contacts.html

Telephone number of employer representative to notify in event of a work-related injury

520 N. Park Ave, Helena, MT 59601

Address of employer representative to notify in event of a work-related injury

The Tennessee Bureau of Workers' Compensation is available to help both employees and employers.

**Bureau of
WORKERS'
COMPENSATION**

220 French Landing Dr. 1-B
Nashville, TN 37243-2667
800-332-2667
615-532-4812 TTD: 800-332-2257
tn.gov/workerscomp

Workers' Compensation law requires this notice to be posted in a conspicuous place at the work site at all times.