



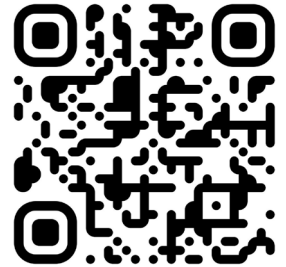
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Staff Injury/Illness Reporting Process

Injured Staff Member – HENDERSON FAMILY YMCA

You received this package because you reported to your supervisor an injury or illness related to, caused by, contributed to, or significantly aggravated by events or exposures connected to the day-to-day activities of your employment in the workplace.

Any injury experienced during work must be immediately reported to your supervisor and risk management using the QR Code or the Risk Management Portal at risk.ymcamso.org.



For Life-Threatening Emergency Injuries:

1. The YMCA will call EMS and follow all established emergency procedures.
2. The YMCA will contact your emergency contact, and a supervisor or leadership may accompany you to the Emergency Room.
3. Follow steps 3 & 4, outlined below as soon as you are able.

For Non-Emergency Injuries:

1. Select a medical provider listed below.
2. Provide the medical facility staff with all detailed information regarding your injury.
 - a. A post-accident drug test may be required for all staff accidents.
3. As soon as possible submit a copy of all **documentation** received from the medical facility staff via email to your supervisor and complete Staff Injury/Severe Illness Report via the Risk Portal (risk.ymcamso.org/new/)
 - a. Enter the Subject as: Staff Injury - (Your Name) - (Date of Injury)
 - b. Choose: Risk – Henderson YMCA as the Category
 - c. Choose: Staff Injury/Severe Illness Report as the Ticket Option
 - d. Choose: Injured Staff Member as the Reporting Person
 - e. Continue filling in form with information. Remember to be a detailed and factual as possible.
4. Obtain approval from your supervisor before returning to work.
5. Give a copy of all paperwork from the provider to your supervisor after every follow-up appointment.

Additional Information:

1. Expect to be contacted within 48 hours by:
 - a. YESS Human Resources Department
 - b. Your Workers' Compensation claims representative from **AmTrust**. Save your claim number and your claim representative's contact information.
 - c. Your claim representative will be able to assist you with questions regarding your claim, follow-up appointments, etc.
2. You must attend all follow-up appointments with an approved Worker's Compensation medical provider.
 - a. Follow-up appointments should be scheduled before or after work.
 - b. Failure to attend your medical appointments may result in a loss of benefits.



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ACCEPTABLE MEDICAL PROVIDERS

Vance Family Medicine

381 Ruin Creek Road
Henderson, NC 27636
252-430-0666

Rural Health Group at Henderson

100 W Parkview Dr
Henderson, NC 27536
252-438-3549

Apogee Medical Group North Carolina

566 Ruin Creek Road
Henderson, NC 27536
252-436-1352

Bull City Physicians

511 Ruin Creek Road Suite 101
Henderson, NC 27536
252-436-0440

FastMed Urgent Care NC

903 S Beckford Drive
Henderson, NC 27536
252-654-1020

Carolinaeast Medical Center

480 Ruin Creek Road
Henderson, NC 27536
252-492-3152

HOSPITAL:

Maria Parham Medical Center
566 Ruin Creek Road
Henderson, NC 27536
252-438-4143

You can also visit www.talispoinpoint.com/amtrust/external to find additional providers.