PANOLA COLLEGE
Office of Human Resources

Procedures for Reporting an Employee Incident Report

If emergency medical treatment is required, please immediately call 911 then follow through with required reporting to the Office of Human Resources Benefits Office at Ext. 2021 or 903-693-2021.

INSTRUCTIONS
When an incident occurs, it is the responsibility of the employee and the employee’s supervisor to notify the Office of Human Resources immediately. An investigation will be handled by the Office of Human Resources as soon as possible and proper documentation will be filed with the worker’s compensation carrier.

*** IMPORTANT ***

Employee’s Responsibilities:

It is the employee’s responsibility to contact the Office of Human Resources to ensure WC claim (DWC-1) is completed and obtain medical authorization. Employee MUST report changes in medical status that affect ability to return to work to the Office of Human Resources. Employee must keep the Office of Human Resources updated after every physician visit on return-to-work status. A copy of Work Status Report (DWC-73) must be provided to the Office of Human Resources.

FURTHER INFORMATION

Reporting an injury or submission of a claim form does not imply automatic approval of the claim. Claims are reviewed and approved by:

Claims Administrative Services, Inc.
P. O. Box 7500
Tyler, Texas 75711
Phone: 1-800-765-2412 Fax: 903-509-1888

Statement of Equal Opportunity: No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Panola College on the basis of race, color, national origin, religion, sex, age, veteran status, genetic information, or disability.