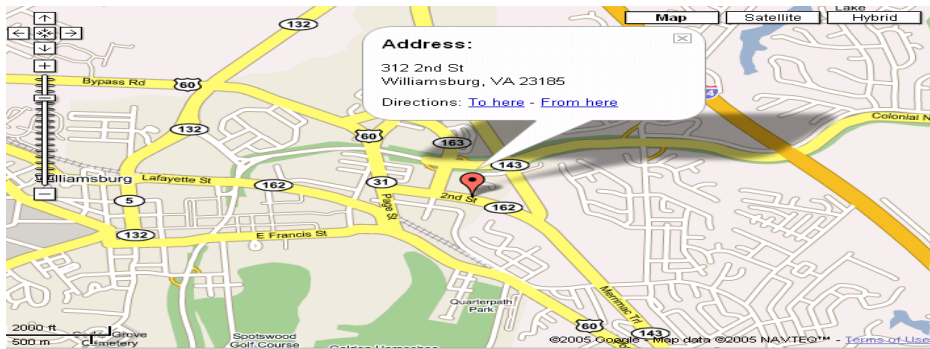


**Williamsburg
Medical Arts**
5231 John Tyler
Highway
Williamsburg, VA
23185
(757) 220-8300



**First Med of
Williamsburg**
312 Second Street
Williamsburg, VA
23185
(757) 229-4141



100 Sentara Circle
Williamsburg, VA 23188

Phone: (757) 984-6000

Emergency Department:
(757) 984-7111

**Sentara Williamsburg
Regional Medical Center**
100 Sentara Circle
Williamsburg VA 23188
(757) 984-6000
(757) 984-7111 ER

Med Express Williamsburg



Med Express Williamsburg
120 Monticello Ave.
Williamsburg VA 23185
(757) 564-DOCS (3627)
(757) 220-2641

The College of
WILLIAM & MARY

If you have just been
injured on the job...



There are a few important
things you need to know.

Emergency phone numbers:

**- EMERGENCY -
Dial 911**

Campus Police 221-4596
Williamsburg Fire & Rescue 220-6220
Williamsburg Sentara Regional Medical
Center: Emergency Care Center 984-7111

*Please take one of these pamphlets and
read it.*

If you are injured or become acutely ill at work, your first priority is to get medical attention for your injury or illness. Here are some guidelines to help you make your choice on where to go for treatment:

Did your illness/injury occur during normal business hours?
(8:00 AM to 5:00 PM)

If yes, and this is not an emergency situation, go to one of the following three locations for evaluation and treatment:

- ⇒ First Med of Williamsburg
312 Second Street
Williamsburg, VA 23185
757-229-4141
- ⇒ Riverside/Williamsburg Medical Arts Urgent Care
5231 John Tyler Hwy, Williamsburg, VA 23185
757-220-8300
- ⇒ Med Express Williamsburg
120 Monticello Avenue
Williamsburg, VA 23185
757-564-3627
- ⇒ Williamsburg Sentara Regional Medical Center
- ⇒ Emergency Room
100 Sentara Circle
Williamsburg, VA 23188
757-984-7111

- ◆ **Do not go to your personal physician.** You may have to pay the medical bills if you do.
- ◆ As soon as possible, notify your supervisor that you are injured or ill.

Did your illness/injury occur outside of normal business hours?



- ◆ Go to the Williamsburg Community Hospital ER. Tell them that you work at the College and that this is work related.

No matter what time of the day, **if this is a serious injury** (profuse bleeding, electrical shock, head injury, loss of consciousness, suspected heart attack, etc) **call 911 right away!**

If you are a College of William & Mary employee (this includes students who receive a paycheck from the College), when you return to work after evaluation and/or treatment by a panel physician, you must...

1. Notify your supervisor that you have returned and inform him/her of any work restrictions you may have. If the treating physician gave you a return-to-work note, provide a copy to your supervisor.
2. Contact Human Resources (HR) at 221-3160 to report your injury and obtain a copy of the accident report form.
3. Complete the accident report form and review it with your supervisor. Both you and your supervisor must sign this form and return it to HR within 72 hours of the injury/illness event.

△ Important! △

Your claim may be denied by the Insurance carrier if you

fail to follow proper procedures – including reporting your injury/illness promptly. **Workers' Compensation Claims**

- ◆ You must file a claim with the Workers' Compensation Commission **within two years** from the date of the accident or any right to benefits may be lost. The Claim for Benefits form can be obtained at:
http://www.vwc.state.va.us/printable/form5_bene_claim.pdf
- ◆ Your Claim for Benefits form is in addition to the report HR files with the Commission. This form must be submitted by you.

REMEMBER - Your Responsibilities as an Injured Employee:

- ✓ Give notice to the employer as soon as possible.
- ✓ Select a doctor from a panel of four provided by the employer/carrier. Do not change doctors without employer/carrier permission or after a hearing by the Commission.
- ✓ Seek and accept employment if released to light duty, and cooperate with "rehabilitation counselors."
- ✓ Notify Human Resources of your injury/illness event. HR will give you an accident report form to complete.
- ✓ Complete the accident report form and return it to HR.
- ✓ File a claim with the Workers' Compensation Commission within two years from 1) the date of the accident or 2) the date the doctor diagnoses an occupational disease.
- ✓ For more information, contact Telicia Whitaker at 221-3160, or go to:
<http://www.dhrm.state.va.us/workerscomp.htm>