

## HUMAN RESOURCES

### EMPLOYEE ACCIDENTS

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1. When a staff member is injured and it is not an emergency, they are to report to Upstate Medical Associates (15575 Wells Hwy, Seneca, 29678, 864-886-2000) for medical care.
  - a. If the injury is not an emergency but Upstate Medical Associates is closed due to after hours, weekends or holidays, the injured staff should not go to Oconee Memorial Hospital, but instead should wait until the next normal operating hours of Upstate Medical Associates and receive medical treatment there.
2. If the injury is an emergency, staff should go to or be transported to the Emergency Room at Oconee Memorial Center, BUT, only for emergencies
3. An accident report should be completed within 24 hours of accident and given to supervisor.
4. Witness statements should be documented ASAP, if there are witnesses. HR will follow-up with witnesses but statements are usually more accurate immediately after the accident.
5. Staff cannot seek therapy, alternative treatment, prescriptions or any other medical service unless it is prescribed by Upstate Medical. However, for emergencies Oconee Memorial Center may write prescriptions.
6. If the injured staff is seen at Oconee Memorial Center and needs further treatment they must be seen by Upstate Medical. Referrals for therapy or other treatments must be made by Upstate Medical.
7. Prescriptions are filled only at Mauldin's Apothecary.
8. Staff should not file medical services on their personal insurance.