

New Procedures for reporting Incidents/injuries

Procedures

A. Employee accident or injury:

- **Administer First Aid or call 911** if emergency assistance as needed.
- **Notify Workers' Comp Administrator** by going to the Davie County Website. Choose **Employee Access** and scroll down and click on the Bandages and fill out the **Notification Form** using your email address and phone number.
- Immediately an email will be sent to your email address. Click the link that applies and fill out the **Incident/Injury Form**.
- **2D. WC Injury Verification**—take with you to an approved medical care provider.
- **2E. NCACC Prescription First Fill Sheet**--take to the pharmacy if medication is prescribed.
- **2F. Incident Investigation**—completed by supervisors/managers and submitted to WC Administrator.
- **2G. Witness Statement Form**—witnesses should email statement to the Workers' Comp Administrator.



[Employee Accident/Injury Notification Form](#)

B. Approved Workers' Compensation Medical Providers

Please note: Your personal physician's office is not an approved site for Workers' Comp.

Davie County

Employee Wellness Clinic

Located at the Health Department
for minor injuries
336 753 6500

Until further notice

Wake Forest Baptist

Occupational Health

2295 14th St. NE, Suite 300
Winston-Salem, NC 27105
336 713 4642, Option 2

Novant Occupational Medicine-Hillcrest

2337 Winterhaven Lane
Winston-Salem, NC 27103
336 774 0044

For After-Hours Emergencies or Serious Injuries, use Nearest Hospital

C. **SERIOUS ACCIDENT involving Hospitalization or Fatality** (after hours and holidays):

Immediately notify the County's Public Information Officer and Workers' Comp Administrator by **calling Communications at 336 753 6320**

Notify the NC Department of Labor: at 1-800-NC LABOR (1-800-625-2267) or 919-779-8560 weekdays, 8 a.m. to 5 p.m. or by calling the **State Capitol Police at 919-733-3333** after hours, weekends or holidays.

- within 8 hours of a **fatality**
- within 24 hours of an **employee's in-patient hospitalization**
- within 24 hours of an **employee's amputation or loss of an eye**