

## On-the-Job Injury Reporting Procedures

### Injured Worker

1. Report injury to your supervisor **when it happens – report [HERE](#)**
2. Report your injury to CorVel (even minor injuries)
  - Call **1.866.245.8588** Option #1 (nurse line)
  - If you need medical care, the nurse will send you to an authorized doctor. You **MAY NOT** seek treatment with an **unauthorized provider!**
  - **DO NOT** go to the doctor before you report to CorVel.
3. Complete an Incident Report online via the Origami Portal. The case number is required to access the reporting system.
  - A step-by-step reporting guide can be found **[HERE](#)**
4. You will receive an email confirmation from [Notifications@OrigamiRisk.com](mailto:Notifications@OrigamiRisk.com)

\*Reports must be completed within 3 days maximum to avoid significant fines. We ask that you call CorVel the day of injury and complete reports by the next day.

### Supervisor

1. You will receive email notification from [Notifications@OrigamiRisk.com](mailto:Notifications@OrigamiRisk.com) of the new injury after the injured worker's submission is complete.
2. Follow the instructions in the email to submit Supervisor Statement and complete the reporting process.
3. Follow up with injured worker for the doctor's return to work status. Contact campus Human Resources Workers' Compensation Coordinator to process the return to work.

**For Life-Threatening On-the-Job Injuries *ONLY*:**  
**Call 911 or go to the nearest ER immediately!**

### Supervisor – You must report emergency on-the-job injuries on behalf of your injured worker:

- A. **Firstly, ensure your injured worker has appropriate medical care (911, nearest ER)**
- B. **Call immediately to report your worker's injury to CorVel (24/7):**
  - **1-866-245-8588 Option #2**
- C. **Report the incident to:**
  - **Your Campus or Department Safety Officer**
  - **Your Supervisor**
  - **UT System Office of Risk Management**

### Injured Worker – You must initiate the online reporting process as soon as possible:

1. **Obtain the CorVel claim number from your supervisor**
2. **Complete an Incident Report online via the Origami Portal**
  - **A step-by-step reporting guide can be found [HERE](#)**