In accordance with the Virginia Worker's Compensation Act, employees of Virginia Wesleyan College are covered under worker's compensation insurance. Worker's Compensation is an insurance program which provides medical and, in some cases, income benefits to employees who are injured on the job or who contact an occupational disease.

If you are injured on the job at Virginia Wesleyan, you should do the following:

- Notify your supervisor of the injury immediately, or no longer than 24 hours from the occurrence, even if the injury does not seem serious.

- Your supervisor will direct you to seek medical treatment. This is to be obtained at the campus Health Center, Norfolk Diagnostic Urgent Care Center, Sentara Leigh Memorial Emergency Room, or another agreed upon medical provider.

- In the event of a life-threatening emergency, dial 911.

- Instruct the provider to bill Virginia Wesleyan directly for any care/treatment you receive. Bills should be sent to Department of Human Resources. If you receive bills/statements directly, forward them to the Business office, Department of Human Resources, for processing as soon as you receive them.

- With your supervisor's assistance, begin to fill out the Employer's First Report of Accident form paying special attention to the details surrounding the accident, injury, or illness.

- Forward the partially completed Employer's First Report of Accident form to Human Resources/Business Office.

It is the supervisor's responsibility to alert the Business Office/Human Resources, as soon as possible, that a work related injury or illness has occurred. Human Resources will complete the Employer's First Report of Accident and forward it to the insurance company for processing, if appropriate, or to the Business Office for payment.
If you are released from the doctor and then have future problems that you feel are related to the workplace injury/illness, contact your supervisor and/or human resources before seeking further medical treatment.