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Employee Checklist

Employee's responsibilities following an injury while at work:

- Report ALL injuries to your supervisor within 24 hours from the time of injury.
- Seek appropriate medical attention from one of the facilities listed on the [CFCC Preferred Provider list](#) or as directed by the Workers' Compensation Administrator.
 - Obtain proper documentation from your supervisor or the Workers' Compensation Administrator to take to the physician.

NOTE: In the case of a life-threatening emergency, dial 911!

- Contact the Worker's Compensation Administrator (WCA) or Human Resources as soon as possible at 910-362-7312.
- Complete and provide to WCA the following form:
 - [Employee Incident Report](#) (completed by injured employee)
- Following an injury, you must be cleared to return to work by Human Resources.** Once you have been approved, return to work after your medical treatment unless your authorized physician provides you with a written authorization prohibiting your return to work.
- After each physician visit, provide all out-of-work, return-to-work, and/or any other restriction orders from the authorized treating physician to WCA.
- Follow any transitional/light duty assigned to you as a part of CFCC's Return-to-Work Program. Please be aware, that refusal of light-duty work could relinquish your workers' compensation benefits.
- Follow safe work practices! You must follow all medical restrictions, as your recovery is of utmost importance to CFCC.
- If you have questions about your claim, contact the WCA or your claims adjustor.