

Insurance and Benefits

Laney Burris , I nsurance and Benefits Manager

803-280-0563 or 803-981-1012

Brenda Young Benefits Assistant - 803-981-1247

**Workers’ Compensation**

**Injury**

* Employee fills out the Incident Report.
* If the individual works for SCECG, Kelly Services, SFE, or Budd Group, he or she is not our employee, and the employee must contact the company they work for to report the injury.
* If the individual is not our employee, fill out the Student/Visitor/Volunteer Accident Report online.

**Injury (Needs to seek medical treatment)**

* Call Brenda Young (981-1247) or Laney Burris (981-1012) to report the injury and request authorization for medical treatment.
* The medical facility is listed below.
* Please send the employee to Concentra Urgent Care (open 7 AM – 6 PM) for treatment.
* Employee fills out the Incident Report.
* Employee fills out the Medical Information Release Authorization Form.

**Injury (Employee is bit by a student, breaks the skin, and needs to seek medical treatment)**

* Call Brenda Young or Laney Burris to report the injury and request authorization for medical treatment.
* If the bite breaks the skin send the employee to Concentra for wound care, immunizations (if needed), and blood work (if needed).
* Employee fills out the Incident Report.
* Employee fills out the Medical Information Release Authorization Form.

**Prescriptions**

* If an employee is given a prescription, he or she must come to the Central Office to pick up a prescription card from the Insurance and Benefits Office.
* The card can also be sent through the “Pony”, if requested.
* The card will need to be activated; instructions are on the form provided with the card.

***It is important to notify the Insurance & Benefits office prior to seeking medical treatment. Our office needs to ensure it is an injury covered by workers’ compensation and to provide authorization to the medical facility.***

 **Concentra Urgent Care**

 **1393 Celanese Road**

 **Rock Hill, SC 29732**

 **Telephone: 803-329-3103**