

# TENNESSEE WORKERS' COMPENSATION INSURANCE POSTING NOTICE

## How to Report Work-Related Injuries

*What should be done if injured at work?*

### Employee

1. Immediately **report the injury** to the employer representative named below.
2. **Select a treating physician** from a panel provided by your employer.
3. If you have questions or problems, contact the employer representative or the Bureau of Workers' Compensation.

### Employer

1. Complete your company's internal "Workplace Injury form" and **notify your workers' compensation insurance company** immediately, even if you have concerns about the validity of the claim.
2. **Offer a panel of physicians** to the employee via Form C-42 available on the Bureau's website. *In cases of emergency, call an ambulance and provide this form as soon as the injured employee has stabilized.*

\_\_\_\_\_  
*Printed **name and title** of the employer representative to be notified in the event of a work-related injury*

\_\_\_\_\_  
*Printed name of an **alternative employer representative** to be notified in the event of a work-related injury*

**800-987-3373**

\_\_\_\_\_  
*Telephone number of employer representative to notify in event of a work-related injury*

**PO Box 49547, Colorado Springs, CO 80949-9537**

\_\_\_\_\_  
*Address of employer representative to notify in event of a work-related injury*

The Tennessee Bureau of Workers' Compensation is available to help both employees and employers.



220 French Landing Dr. 1-B  
Nashville, TN 37243-2667  
**800-332-2667**  
615-532-4812 TTD: 800-332-2257  
[tn.gov/workerscomp](http://tn.gov/workerscomp)

*Workers' Compensation law requires this notice to be posted in a conspicuous place at the work site at all times.*