# What to do in the Event of a Work-Related Injury/Illness

If a true EMERGENCY, call 911. Person is transported to the appropriate Hospital Emergency Department. Employee should also contact the **Occupational Health Nurse Practitioner** (**OHNP**) on-call at 404-686-5500 PIC # 50464, as soon as possible.

1. **First Aid:**

   - **Clean any wound thoroughly with soap and water for 15 minutes or use the eyewash station for 15 minutes.**

2. **Employee completes an "Accident/Injury Entry" on PeopleSoft**

3. **If unable to report via PeopleSoft for whatever reason (including students or other persons not on the payroll), contact Occupational Injury Management (OIM):**

   *During normal business hours (7:30 am to 4:00 pm Monday through Friday):*
   - **Emory University Hospital (EUH) - 404-686-8587 – Wing D, Room D219**
   - **Emory University Hospital Midtown (EUHM) – 404-686-2352 – W.W. Orr Bldg, 6th fl**

   *All other days and times:*
   - **Contact the OIM on-call nurse: 404-686-5500   id#50464**

4. **Directions to Occupational Injury Management at EUH - Wing D, Room D219:**
   - Entering the Emory Hospital from Asbury Circle
     - Go to the second floor and go half way down the main corridor.
     - Turn left at the D Wing sign and follow the signs to D219 – Employee Health Services.

5. **If any of the following symptoms present over the next 2 weeks, report back to OIM:**
   a. Redness, swelling, pain, discomfort, or discharge at any wound or exposure site.
   b. Fever or flu-like disease possibly accompanied by a skin rash or swollen lymph nodes.

**For Questions/Problems**:
See contact information at #3 above.