

Memorandum

To: INJURED EMPLOYEE
From: Risk Management
Date: 10/17/08
Re: Getting the Workers' Comp Claim Process Started

If you have been injured on the job, and you need to file a workers' compensation claim, the **Texas Southern University Accident/ Incident Report initiates the process.**

Please complete the form as thoroughly as possible and return it to this office **immediately.**

- **Fax** to: 713-313-7675 or
- **Deliver** to: General Services Building, Suite 214

If your injury requires medical attention, Concentra <http://www.concentra.com> has several locations throughout the city for your convenience.

The facility located closest to the 77004 Zip code has an account set up for Texas Southern University and looks forward to addressing the needs of our injured employees.

Medical Center with Urgent Care *Treats Urgent Care patients 18 years and older.*

2004 Leeland Street
Houston, TX 77003

Phone: 713-223-0838

Fax: 713-223-1310

After Hours Phone: 713-223-0838

Hours of Operation:

Urgent Care

8:00 a.m. – 5:00 p.m. (Mon. – Fri.)

Occupational Medicine

8:00 a.m. – 5:00 p.m. (Mon. – Fri.)

Directions from Texas Southern's Campus:

1. Head west on Blodgett or Cleburne
2. Turn right on Ennis Street
3. Turn left on Elgin Street
4. Turn right at Chartres Street/ Eastex Freeway Service Road
Continue to follow Chartres Street to 2004 Leeland Street

Contact the Human Resources Department, Hannah Hall, Suite 126, if you have to miss work due to the injury and/or to obtain any additionally required forms.

It is your, the employee's, responsibility to ensure that your Supervisor, the Human Resources Department, and your treating physician are aware of your injury and your work status.

Safety First!